



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fwd: Vehicle Misuse G12-1929H

1 message

Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>
To: D'Wayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>
Cc: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Wed, Oct 14, 2015 at 7:19 AM

D'Wayne,

It was a pleasure speaking with you yesterday afternoon. As requested I am forwarding the following documents related to the alleged misuse of a GOV by one of my direct reports, Gerard Higgins.

1. Letter from Program Analyst, Maureen McKenna of GSA Fleet Program to Region11 Administrator, Julia Hudson, which stated the allegation of Unauthorized use of a Government Vehicle.
2. GSA Alleged Misuse Report Fact Sheet (Includes Photo).
3. Email from How's My Driving@GSA.GOV which was forwarded to Maureen McKenna, for which the aforementioned Fact Sheet was an attachment.
4. Copy of an email from Gerard Higgins to myself, stating his knowledge of the misuse report.
5. MS Word Doc from me which chronicles my conversations with Gerry Higgins and others related to the incident in question.

Please do not hesitate to let me know if you need any additional information. I appreciate your assistance in dealing with this issue. I will await further instruction from your office.

Regards,

Mark Wilson

----- Forwarded message -----

From: **Jerry Patrick - QMDZ1FOJ** <jerry.patrick@gsa.gov>
Date: Tue, Oct 6, 2015 at 9:16 AM
Subject: Fwd: Vehicle Misuse G12-1929H
To: Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Mark,

Here is the information requested. Please confirm this your employee .

Thanks.

----- Forwarded message -----

From: **Clarence Williams - QMDZ1FOJ** <clarence.williams@gsa.gov>
Date: Mon, Oct 5, 2015 at 7:50 AM
Subject: Fwd: Vehicle Misuse G12-1929H
To: Jerry Patrick <jerry.patrick@gsa.gov>

Jerry,

Did you ever hear anything back on this?

Tony Williams

Fleet Manager
General Services Administration
National Capital Region
Fleet Management Division (WQMD)
202-619-8916 (Office)

(b) (6)

Creating a successful Future at GSA
by living our values everyday and working to achieve our goals

Helpful Links:

Desktop Workshop Youtube Channel - <http://www.youtube.com/user/GSADesktopWorkshop?feature=mhee>

GSA Fleet DriveThru
<http://drivethru.fas.gsa.gov/drivethru/drivethru/>

VCSS
<https://vcss.ocfo.gsa.gov/>

Are you a new VCSS user? Check out our GSA VCSS training video:
<http://www.gsa.gov/portal/content/246457#customertraining>

Federal Vehicle Standards
<https://apps.fas.gsa.gov/vehiclestandards/>

Visit us at: www.autoauctions.gsa.gov

Let us know how we are doing? NCR Fleet appreciates feedback, click here to take our survey!

----- Forwarded message -----

From: **Maureen McKenna - H1B** <maureen.mckenna@gsa.gov>
Date: Fri, Oct 2, 2015 at 3:15 PM
Subject: Fwd: Vehicle Misuse G12-1929H
To: Clarence Williams - QMDZ1FOJ <CLARENCE.WILLIAMS@gsa.gov>

Hi Tony,

I hope this finds you safe and dry (Hurricane Joaquin).

Can you please check the status of the Alleged MisUse
complaint, Tag G12-1929H.

I did not receive a response to my email below dated
9/16/2015.

Thank you for your time and attention to this matter.

Sincerely,
Maureen McKenna
(b) (6)

----- Forwarded message -----

From: **Maureen McKenna - H1B** <maureen.mckenna@gsa.gov>
Date: Wed, Sep 16, 2015 at 7:33 PM
Subject: Re: Vehicle Misuse G12-1929H
To: Julia Hudson - WA <julia.hudson@gsa.gov>
Cc: Brian Smith - QMDZ1 <brian.smith@gsa.gov>, Howsmy Driving <howsmydriving@gsa.gov>, Clarence Williams -

QMDZ1FOJ <CLARENCE.WILLIAMS@gsa.gov>, Nichole Salinger - QMDFA <nichole.salinger@gsa.gov>, Alonzo Tyler - H1ACB <alonzo.tyler@gsa.gov>, Deborah Vanover <deborah.vanover@gsaig.gov>

September 16, 2015

General Services Administration (GSA)
Julia E. Hudson, Regional Administrator
National Capital Region (NCR) – Region 11
301 7th Street, SW
Washington, DC 20407

Subject: Alleged reckless or unauthorized use of a Government Vehicle – Tag G12-1929H

Dear Ms. Hudson:

This correspondence is forwarded to your attention as a complaint has been filed for an alleged reckless or unauthorized use of a U.S. General Services Administration (GSA) agency internal fleet vehicle bearing tag number G12-1929H assigned to GSA National Capital Region (Rg 11). Enclosed, for your information, is the *GSA Alleged Misuse Report Fact Sheet*.

The fact sheet contains pertinent information regarding the assignment of the vehicle. Federal Management Regulation, FMR 102-34.200 states “The Official use of a Government motor vehicle is using a Government motor vehicle to perform your agency's mission(s), as authorized by your agency.” Additionally, FMR 102-34.220 states “The agency investigates and may, if appropriate, take disciplinary action under 31 U.S.C. 1349 or may report the violation to the Attorney General for prosecution under 18 U.S.C. 641.”

I am therefore requesting that you investigate this matter and provide written correspondence identifying the final action taken by Region 11. I am required to respond directly to the complainant, if requested and therefore ask for your prompt investigation and reply.

Your reply should be sent to my attention to the Office of Administrative Services (OAS); Internal Workplace Management Division; National Tenant Support Branch (H1B). I ask that you also send a courtesy copy (cc) to the Office of Inspector General (OIG).

Please also note that GSA offers a free accredited Online Defensive Driving Course to all drivers of GSA Fleet vehicles. You can find more information at www.gsa.gov/drivertraining. This course is highly encouraged by GSA.

If you have questions, please do not hesitate to contact me by phone at (b) (6) or e-mail maureen.mckenna@gsa.gov.

Sincerely,

(b) (6)

Maureen M. McKenna

Program Analyst – Fleet Program

National Tenant Support Branch (H1B)

cc:

Alonzo Tyler, Team Lead, National Tenant Support Branch (H1B)

Nichol Salinger (QMDFA)

howsmysdriving@gsa.gov

Deborah Vanover, Office of Inspector General (J)

Enclosures:

September 16, 2015 Email Notice from GSA FAS, Alleged Reckless or Unauthorized Use of
G12-1929H

August 25, 2015 GSA Alleged Misuse Report Fact Sheet

References:

GSA Order ADM P 5620.1 GSA Internal Motor Vehicle Management

Federal Management Regulation (FMR) 102-34.200 and 102-34.220

Online Defensive Driving Course - www.gsa.gov/drivertraining

On Wed, Sep 16, 2015 at 6:47 PM, Howsmys Driving <howsmysdriving@gsa.gov> wrote:

Dear Ms. McKenna:

Attached is a report concerning the alleged reckless or unauthorized use of a government vehicle assigned to your agency, for your information and appropriate action.

The attached fact sheet contains pertinent information regarding the alleged misuse of the vehicle. Federal Management Regulation 102-34-200 "Official Use of Government Motor Vehicles" specifically states that Government vehicles are for official use only. Additionally, Federal Management Regulation 102-34-235 "Am I Bound by State and Local Traffic Laws?" specifically states that except when the scope of their employment dictates otherwise, operators of Government vehicles shall obey all motor vehicle traffic laws.

Accordingly, we are requesting that you investigate this matter and respond directly to complainant with the findings and actions taken if contact information has been provided. In addition, please send a copy of your response to GSA's "How's My Driving?" program (howsmydriving@gsa.gov) so we can add it to the report file. If you have questions concerning this matter, please contact Nichole Salinger at (703) 603-8216.

Sincerely,

(b) (6)



Lander Allin, Director
Leasing Operations (QMDF)

GSA offers a free accredited Online Defensive Driving Course to all drivers of GSA Fleet vehicles- find more information at www.gsa.gov/drivertraining. This course is not mandated but is highly encouraged by GSA.

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Thank you,

Maureen M. McKenna
Program Analyst (Fleet)
Office of Administrative Services (OAS)
Internal Workplace Management Division
National Tenant Support Branch (H1B)
U.S. General Services Administration (GSA)
1800 F Streets, NW
Washington, DC 20405

Work Phone: 202-501-0024

Work EMail: maureen.mckenna@gsa.gov

Fleet References:

Click here for the **NEW** Fleet Drive-Thru Videos

<http://www.gsa.gov/vehiclepolicy>

<http://www.data.gov>

<http://www.autoauctions.gsa.gov> GSA Vehicle Sales Info

<http://www.gsa.gov/fleetdrivethru.gov> GSA Fleet Report Info

<http://www.gsa.gov/fleetcard.gov> GSA Fleetcard Info info

<http://www.gsa.gov/vehiclerates> GSA Vehicle Rate Info

<http://apps.fss.gsa.gov/vehiclestandards/> GSA Vehicle Type Info

<http://gsablogs.gsa.gov/wheelsandwings>

<http://insite.gsa.gov/pay2park>

"How's My Driving?" GSA Internal Fleet Blog Link [here](#)

<http://www.gsa.gov/fleetreports> GSA Fleet Reports

Please do not print this e-mail unless necessary

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Thank you,

Maureen M. McKenna
Program Analyst (Fleet)
Office of Administrative Services (OAS)
Internal Workplace Management Division
National Tenant Support Branch (H1B)
U.S. General Services Administration (GSA)
1800 F Streets, NW
Washington, DC 20405

Work Phone: 202-501-0024

Work EMail: maureen.mckenna@gsa.gov

Fleet References:

Click here for the **NEW** Fleet Drive-Thru Videos

<http://www.gsa.gov/vehiclepolicy>

<http://www.data.gov>

<http://www.autoauctions.gsa.gov> GSA Vehicle Sales Info

<http://www.gsa.gov/fleetdrivethru.gov> GSA Fleet Report Info

<http://www.gsa.gov/fleetcard.gov> GSA Fleetcard Info info

<http://www.gsa.gov/vehiclerates> GSA Vehicle Rate Info

<http://apps.fss.gsa.gov/vehiclestandards/> GSA Vehicle Type Info

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<http://insite.gsa.gov/pay2park>

"How's My Driving?" GSA Internal Fleet Blog Link [here](#)

<http://www.gsa.gov/fleetreports> GSA Fleet Reports

Please do not print this e-mail unless necessary

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)

5 attachments



G12-1929H Ltr to R11 RA misuse of vehicle 9.16.2015.docx

18K



G12-1929H Alleged MisUse Report Fact Sheet dtd 8.25.2015 recvd 9.16.2015.pdf

176K



G12-1929H EMAIL TO MMcKenna FROM LAllin dtd 9.16.2015.docx

16K



Higgins Email Re. Miss-Use.docx

249K



Vehicle MisUse - Higgins.docx

15K

7:15 AM 10/5/15 – Received email from Gerry Higgins stating:

Hi Mark:

I just got a all form fleet that a complaint of GOV misuse was received by Fleet.

I will forward the complaint when received. it's true but not that serious in my view.

8:00 AM 10/6/15 – Called Gerry to inquire about the nature of the complaint. Gerry stated that on August 7, 2015 he had stopped by his home in the afternoon after his assessment, and parked in front of the neighbor's house. He said that he parked there so that he could get another vehicle out of his driveway. He went into his house, lied down and slept for two hours. When he awoke, it was after 4:30 PM, and he then drove the GOV to the designated government parking location. I asked him why he had taken the car home in the first place, and he stated that he needed to pick something up.

9:15 AM 10/6/15 – Spoke with the fleet service representative who had contacted Gerry. The rep., Jerry Patrick stated that he had contacted Gerry Higgins the previous morning, and that Gerry Higgins had told him he parked the car two doors down, and had fallen asleep at home.

Jerry Patrick: Fleet Service Rep. 202-719-2849.

Jerry Patrick forwarded the Alleged Misuse Report Fact Sheet. The form indicates that the incident took place on 8/25/2015 at 7:21PM.

7:15 AM 10/7/15 -- Called Gerry to ask additional questions. This time he stated that the incident occurred on 8/8/15. He said that this is what he was told by Jerry Patrick. I asked him what contractor he had visited that day, and he said he would have to look it up on the calendar. Then he said he couldn't remember if he had been told the 7th or the 8th. I again asked which contractor he had been visiting that day, because he should be able to recall the day's events, if he had driven his car home on a specific occasion, for which he now stated that he had arrived at 4:00 PM (this is different from his original statement) and had fallen asleep, he should be able to recall what events of the day led to that. I asked him if there were any other occasions where he had brought the car home, or if it was a one-time occurrence. He stated "occasionally, for a temporary stop". He said since the home is the duty station, he thought that this was permissible. I asked him why he came home on that specific day, and he responded that it was a combination of things (once again, different from his original statement). On the day in question, he stated that the car was parked in front of the neighbor's

house, because he had a friend visiting, and he needed the friend to leave before he could fit the GOV in the driveway. He stated that he had taken an antihistamine, and that he had fallen asleep. He woke between 7:30 and 8:00 PM, and went out and moved the car.

I asked him where the GOV is parked, and he stated that it was at the Federal Highway offices that are identified on the National GOV spreadsheet. I asked him how long his assessment lasted yesterday, and he stated until 12:30. I was at the Federal Highway office building at 2:00 PM yesterday, and the car was not there.

8:10 AM 10/7/15 – Gerry called, and stated that he spoke to Jerry Patrick, and was told that the date of the allegation was on 8/25/15. Gerry said he still has no recollection of where he was that particular day, and would need to check his calendar.

3:30 PM 10/13/15 – I spoke with Mr. Carl Watkins, the contractor whom Gerry performed an assessment on 8/25/15. Mr. Watkins confirmed Gerry's presence on the day in question. I asked Mr. Watkins how long Gerry was at the business, and he responded that it was less than two hours. So I asked if Gerry had left at noon, and he replied that that would be about right, that it was just before lunchtime. Therefore, Gerry's statement of returning to his home at 4:00 PM brings into question as to where he was from noon to 4:00 PM

from: **Howsmysmy Driving** <howsmysmydriving@gsa.gov>
sent by: nichole.salinger@gsa.gov
to: Maureen McKenna - H1B
<maureen.mckenna@gsa.gov>
cc: George Schaubhut - QMDFA
<george.schaubhut@gsa.gov>, Lander Allin - QMDF
<lander.allin@gsa.gov>, Brian Smith - QMDZ1
<brian.smith@gsa.gov>
date: Wed, Sep 16, 2015 at 6:47 PM
subject: Vehicle Misuse G12-1929H

Dear Ms. McKenna:

Attached is a report concerning the alleged reckless or unauthorized use of a government vehicle assigned to your agency, for your information and appropriate action.

The attached fact sheet contains pertinent information regarding the alleged misuse of the vehicle. Federal Management Regulation 102-34-200 "Official Use of Government Motor Vehicles" specifically states that Government vehicles are for official use only. Additionally, Federal Management Regulation 102-34-235 "Am I Bound by State and Local Traffic Laws?" specifically states that except when the scope of their employment dictates otherwise, operators of Government vehicles shall obey all motor vehicle traffic laws.

Accordingly, we are requesting that you investigate this matter and respond directly to complainant with the findings and actions taken if contact information has been provided. In addition, please send a copy of your response to GSA's "How's My Driving?" program (howsmysmydriving@gsa.gov) so we can add it to the report file. If you have questions concerning this matter, please contact Nichole Salinger at [\(703\) 603-8216](tel:7036038216).

Sincerely,

Lander Allin, Director
Leasing Operations (QMDF)

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September 16, 2015

General Services Administration (GSA)
Julia E. Hudson, Regional Administrator
National Capital Region (NCR) – Region 11
301 7th Street, SW
Washington, DC 20407

Subject: Alleged reckless or unauthorized use of a Government Vehicle – Tag G12-1929H

Dear Ms. Hudson:

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The fact sheet contains pertinent information regarding the assignment of the vehicle. Federal Management Regulation, FMR 102-34.200 states “The Official use of a Government motor vehicle is using a Government motor vehicle to perform your agency's mission(s), as authorized by your agency.” Additionally, FMR 102-34.220 states “The agency investigates and may, if appropriate, take disciplinary action under 31 U.S.C. 1349 or may report the violation to the Attorney General for prosecution under 18 U.S.C. 641.”

I am therefore requesting that you investigate this matter and provide written correspondence identifying the final action taken by Region 11. I am required to respond directly to the complainant, if requested and therefore ask for your prompt investigation and reply.

Your reply should be sent to my attention to the Office of Administrative Services (OAS); Internal Workplace Management Division; National Tenant Support Branch (H1B). I ask that you also send a courtesy copy (cc) to the Office of Inspector General (OIG).

Please also note that GSA offers a free accredited Online Defensive Driving Course to all drivers of GSA Fleet vehicles. You can find more information at www.gsa.gov/drivertraining. This course is highly encouraged by GSA.

If you have questions, please do not hesitate to contact me by phone at 202-501-0024 or e-mail maureen.mckenna@gsa.gov.

Sincerely,

/signed/ email 09.16.2015

Maureen M. McKenna
Program Analyst – Fleet Program
National Tenant Support Branch (H1B)

cc:

Alonzo Tyler, Team Lead, National Tenant Support Branch (H1B)

Nichol Salinger (QMDFA)

howsmysdriving@gsa.gov

Deborah Vanover, Office of Inspector General (J)

Enclosures:

September 16, 2015 Email Notice from GSA FAS, Alleged Reckless or Unauthorized Use of
G12-1929H

August 25, 2015 GSA Alleged Misuse Report Fact Sheet

References:

GSA Order ADM P 5620.1 GSA Internal Motor Vehicle Management

Federal Management Regulation (FMR) 102-34.200 and 102-34.220

Online Defensive Driving Course - www.gsa.gov/drivertraining

**GENERAL SERVICES ADMINISTRATION
ALLEGED MISUSE REPORT
FACT SHEET**

Date of Email:	8/25/2015	Date of Alleged Misuse:	8/25/2015
Complainant Email:	(b) (4)	Time of Alleged Misuse:	7:21:00 PM
Complainant Name:	Salman G	License Plate:	G12-1929H
Leasing Agency:	General Services Administration	Misuse POC Phone:	(b) (6)
Misuse POC:	Maureen McKenna	Misuse POC Email:	Maureen.mckenna@gsa.gov

CUSTOMER NUMBER:

11-14-00-474285-004

ADDR1:	GSA/FSS	Agency/Bureau	4707
	109 SEXTON COURT	Contact	GERALD HIGGINS
		Phone	404 2158643
	STERLING, VA 20164	Email	GERARD.HIGGINS@GSA.GOV

Misuse Report Text:

Someone has blocked my driveway with one of these cars! Plate num 1929h.. I have been looking for the person for 2 hours! We can not get into our driveway!



RECORD OF INFRACTIONSee
INSTRUCTIONS
on reverseNAME OF EMPLOYEE
Gerrard P. HigginsTITLE
Industrial Operations AnalystGRADE
GS-12ORGANIZATION
Supplier Management Division/FASLOCATION
Sterling, VA**1. SUPERVISOR'S REPORT**

On August 25, 2015, at 7:21pm, it was reported that you parked the Government Auto (GOV) issued for your use, in front of a private residence, 108 Sexton Court, Sterling, VA blocking the homeowners driveway, at that time and on that date. You reside at 109 Sexton Court, Sterling, VA and admitted to me in an email on October 5, 2015, that you had in fact driven the GOV and parked it in front of the complaint's driveway on August 25, 2015. In fact, you offered me several explanations of why you parked the GOV blocking the driveway of the home next to your residence.

On October 6, 2015 when I spoke to you, you told me that you had "stopped by your house on August 7, 2015, in the afternoon, after your assessment, and parked in front of your neighbor's house".

On October 5, 2015, you spoke with Jerry Patrick about this matter and told him "that you had parked the car two doors down, and had fallen asleep at home".

On October 8, 2015, when I made further inquires of this matter with you, you said "the incident occurred on August 7, or August 8, 2015". I asked you what contractor you visited that day, and you responded "I don't remember." I again asked you why you had taken the GOV home on that specific day, and you responded "it was a combination of things".

This GSA 225 is issued to you so that you may provide an explanation of this incident, and to solicit additional information from you pertaining to this instance. Please see the continuation page attached.

SUPERVISOR
(Signature)

TITLE

DATE

2. EMPLOYEE'S STATEMENT -- I HAVE READ THE ABOVE REPORT AND MAKE THE FOLLOWING COMMENT:EMPLOYEE
(Signature)

DATE

3. PREVIOUS INFRACTIONS (Nature of offense, penalty action taken, and date of penalty action)**4. ACTION TAKEN OR RECOMMENDED (Give reasons for any deviations from Penalty Guide)**SUPERVISOR
(Signature)

TITLE

DATE

5. ACTION TAKEN OR RECOMMENDED (Include any appropriate comments)HIGHER LEVEL
SUPERVISOR (Signature)

TITLE

DATE

INSTRUCTIONS

The immediate supervisor is normally the one responsible for initiating corrective action when an employee under his supervisor violates regulations or GSA Standards of Conduct. This form is for use in reporting violations under Table I of the Penalty Guide, according to the instructions in the GSA Administrative Manual 3-111.

The supervisor should make a thorough and careful inquiry into the facts, interviewing the employee and any witnesses who have firsthand information. He should make every effort to reconcile conflicting statements and to get the whole story before filing out this form and making any judgment.

1. **WHAT TO REPORT** - State the facts simply and in logical order. All persons, places, dates and records referred to should be fully identified. If more space is required, attach a sheet of paper to the form.
2. **GETTING THE EMPLOYEE'S STATEMENT** - The supervisor should ask the employee to read the report in block 1 and furnish his comments and signature. The employee may admit, deny, or explain the alleged infraction. If he admits the offense as reported, statement of witnesses need not be obtained. If witnesses' statements are secured, they should be attached to this form.
3. **RECORDING PREVIOUS INFRACTIONS** - The employee's previous record will be used in applying the Penalty Guide and in considering any deviation from the Guide. Only those Table I offenses for which penalty action was imposed within the last three years will listed. Table II offenses will be listed without regard to the date they occurred.
4. **ACTION BY THE SUPERVISOR** - The supervisor who fills out this block may be the same one who filled out the report in block 1, or may be a supervisor at a higher level. He should consult the Penalty Guide and carefully weigh all the facts revealed by the inquiry, as well as the employee's statement in block 2. If he decides that no penalty action is warranted, he will so advise the employee and destroy this form. If he decides on either a warning notice or an official reprimand and is authorized to take such penalty action, he should note the fact in this block and issue the appropriate notice to the employee. A copy of the notice to the employee, together with the original of this form and any additional statement of comment or explanation received from the employee within 10 days, will be forwarded to the Personnel Division for the employee's official personnel folder. If the supervisor decides on a penalty action which he is not authorized to take, he will make his recommendation in the block and forward the form through channels for action.
5. **ACTION BY HIGHER LEVEL SUPERVISOR** - This block is provided for action by a higher level supervisor, as needed. The instructions in 4, above, also apply here. If an adverse personnel action is believed warranted, i.e., suspension, demotion, or removal, the form will be forwarded to the Personnel Division for action.
6. **NOTIFICATION TO EMPLOYEE** - The employee must be advised of the final decision with respect to any infraction written up on this form.

GSA 225, Record of Infraction
Gerrard P. Higgins
Continuation Page

On October 6, 2015, I called you to obtain information about a complaint that a GOV had been improperly parked in front of your home. During this conversation, you informed me that on August 7, 2015, you had parked the GOV there (blocking the neighbor's driveway) so that you could get another vehicle out of your driveway. You stated that upon arrival at your home, you went inside to lie down and ultimately slept for two hours. Upon waking after 4:30 PM, you claim that you drove the GOV to the designated Government parking location.

On October 7, 2015, I called you to talk about the complaint and ask you follow up questions. You informed me that the incident happened on August 8, 2015, rather than August 7th and that you had obtained that date from Jerry Patrick. You confirmed that you did not recall the exact date. I asked you if there were any other occasions where had brought the car home, or if it was a one-time occurrence. You responded that you would occasionally bring the GOV to your home for a temporary stop, but that this was permissible since you believe your home is your duty station. You informed me that while you were at home, you took an antihistamine and, as a result, fell asleep. You state that you woke between 7:30 and 8:00 PM, and then went out and moved the car. I asked you where you parked the GOV, and you responded it was at the Federal Highway offices that are identified on the National GOV spreadsheet.

Later that day, you called me and told me that you spoke with Jerry Patrick, who told you the date of the allegation was on August 25, 2015. You informed me that you had no recollection of where you were on August 25, 2015 and that you would need to check your calendar.

On October 13, 2015, I spoke with Carl Watkins, who confirmed that you performed an assessment for him on August 25, 2015. Mr. Watkins stated that you were at the business for less than two hours and left just before lunchtime.

Please answer the following follow up questions:

Q: There have been 3 dates that have been brought up during our conversations. On what dates did you drive to your home with the GOV?
Dates unknown as I cannot recall.

Q: For each date that you have driven the GOV to your home, please explain why you drove the GOV to your home during duty hours?
To pick up an item for that day's assessment which I had left behind at the duty station.

Q: On those dates, what work related duties, if any, did you have to attend to at your home?
To pick up additional assessment materials for that day's assessment.

GSA 225, Record of Infraction
Gerrard P. Higgins
Continuation Page

Q: You stated that on one occasion, you had to go inside your home to lie down. What date did this occur and why did you have to lie down?
8/25/2015.

Q: Do you believe it is appropriate to sleep while on duty? Why / or why not?
No it is NOT appropriate to sleep while on duty hours. I am being paid with tax dollars to perform assigned duties.

Q: What time did you wake-up on the date in question?
9:20 PM

Q: Who, if anyone, from work did you contact upon waking up?
No one as it was way after duty hours.

Q: What time did you depart your home on the date in question and drive the GOV to its designated parking location?
Approximately 9:30 PM

Q: What time did you arrive at the designated parking location on the date in question?
Approximately 9:40 PM.

Q: Turning to the date of the allegation, why did you drive the GOV to your home on August 25, 2015?
To load closed out assessment folders in the trunk of the GOV.

Q: How long were you at your home on August 25, 2015?
From 4: 20 to 9:20 PM.

Q: What were you doing between noon and 4:00 p.m. on August 25?
Lunch and assessment planning.

Q: What if any leave did you utilize on August 25?
None.

Q: What is your understanding of GOVs and their designated parking locations?
A GOV under the current GSA ADM order is that it is to be parked at the designated parking location when not being used for official business.

Q: Where is it appropriate to park a GOV?
At the designated spot I selected in Sterling, VA.

GSA 225, Record of Infraction
Gerrard P. Higgins
Continuation Page

Q: Are you familiar with the requirements for Government Owned Vehicle Parking that are listed on the Supplier Management GSA InSight page?

Yes.

Q: One of the requirements states that "under no circumstances can a GOV be parked at your home duty station beginning June 5, 2014. There will be no exceptions to this." Why did you go against this requirement?

To load closed out assessment/CAV folders in the GOV trunk.



Eric Horton - QV0CBB <eric.horton@gsa.gov>

GSA Form 225 - Notice of Infraction

1 message

Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>
To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>
Cc: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Wed, Dec 2, 2015 at 3:05 PM

Gerry,

Per our telephone conversation of this afternoon: you have been aware for some time that there was an allegation made awhile back relative to the potential misuse of the government vehicle which you are assigned.

You are hereby being issued a Record of Infraction (GSA Form 225), which is attached to this email. The purpose of this document is so that you may provide an explanation of this incident, and to solicit additional information from you. Please note that there is a continuation page to this document which provides numerous specific questions for you to answer relative to the allegation.

You have a maximum of 5 workdays to provide a statement, complete the questionnaire, and sign and return the document. You must return the signed documentation to me no later 3:30 PM, Wednesday, December 9, 2015.

Please note that all evidence gathered so far related to this allegation is attached to this email as well, for you review.

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)

9 attachments

GHiggins GSA 225 Misuse of GOV.pdf
325K



GHiggins Listing of Questions Continuation Page GSA 225.docx
20K



G12-1929H Alleged MisUse Report Fact Sheet dtd 8.25.2015 recvd 9.16.2015.pdf
176K



G12-1929H EMAIL TO MMcKenna FROM LAllin dtd 9.16.2015.docx
16K



G12-1929H Ltr to R11 RA misuse of vehicle 9.16.2015.docx
18K



Higgins Email Re. Miss-Use.docx
249K



Government Owned Vehicle (GOV) Parking.pdf

111K



Complainant Email.pdf

114K



Vehicle MisUse Allegation - Supervisor Notes.docx

16K

COMPOSE

GOV complaint Mark/Herry Higgins X

Gerard Higgins - QVOCCEBA to me Oct 5 (9 days ago)

Gerard Higgins - ... gerard.higgins@gsa Show details

Hi Mark:
I just got a all form fleet that a complaint of GOV misuse was received by Fleet.
I will forward the complaint when received. It's true but not that serious in my view.

Gerry Higgins
Industrial Operation Analyst (IOA)
R1 - Southwest Operations Center
Supplier Management Division
Federal Acquisition Service
General Services Administration
Office: [san.oss.usa](#)
A bad system will defeat a good person every time" - W. Edwards Deming
Is your facility sustainable? Find out here - [www.xfool.gov](#)
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Click here to [Reply](#) or [Forward](#)



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fwd: Gerard Higgins

1 message

Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>
To: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Wed, Dec 2, 2015 at 6:43 AM

Good Morning. Just keeping you in the loop. I will be sending this to Gerry today. The only thing missing is where the neighbor stated that the car was parked there until about 10:00 PM. I will call HR to discuss this.

Mark

----- Forwarded message -----

From: **D'Wayne McCrudden - CSSBB** <dwayne.mccrudden@gsa.gov>
Date: Tue, Dec 1, 2015 at 2:35 PM
Subject: Re: Gerard Higgins
To: Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>
Cc: Gary Samaha <gary.samaha@gsa.gov>

Mark,

I am sorry for the delay. Attached are a GSA 225, and a continuation page of the 225 which contains questions for Mr. Higgins, please review. If there are any additional questions you would like to ask, please add to the page but let's discuss the additions prior to providing the employee. The employee is in a Bargaining Unit represented by NFFE, and the contract requirement is:

Before issuing a warning notice or reprimand, the supervisor must discuss the incidents giving rise to the discipline with the employee or permit the employee to review and comment on a GSA Form 225, Record of Infraction, or other written report or description of the incidents. A 225 or other written report must be prepared when the supervisor is recommending action to a higher level. Employees will normally be given no more than five (5) working days to review and comment on the report. A reasonable amount of official time will be allowed to prepare a response to the report.

As discussed with you prior, the intentional misuse of a GOV is a minimum of 30-day suspension, so a Letter of Warning or Reprimand is not appropriate discipline in this instance. However, you desire to flesh out some more information from him and clearly have concern of his truthfulness, so you may use the GSA 225 for that purpose because the form is really an information gather tool. I would recommend that you provide him a date to provide you the response, but that date should not be more than 5 working days after you issue the 225 to him. When you issue him the GSA 225, please also supply him with the attached evidence that we are currently using.

After Mr. Higgins responds, please forward to me and we will then determine what the correct action to impose may be.

If you have questions or concerns, please let me know.

Again, I am sorry for the long delay.

D'Wayne J. McCrudden
Human Resources Specialist (ER/LR), Labor Relations Officer
Southeast Sunbelt Division
77 Forsyth St, SW, Suite 650
Atlanta, Georgia 30303

Work Phone: (404) 331-3186

(b) (6)

Fax: (404) 331-1721



"We were all Americans before the hyphens came"
Madison Rising 2011

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On Tue, Nov 3, 2015 at 8:29 AM, Mark Wilson - QV0CEBB <mark.wilson@gsa.gov> wrote:

D'Wayne,

I haven't heard from you in a while. I had forwarded you the instruction that was provided to Gerry and all other IOAs relative to parking at home duty stations. How do we procede?

Mark

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)

8 attachments



GHiggins GSA 225 Misuse of GOV JJOedits.pdf
307K



GHiggins Listing of Questions Continuation Page GSA 225 JJO eds.docx
20K



G12-1929H Alleged MisUse Report Fact Sheet dtd 8.25.2015 recvd 9.16.2015.pdf
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G12-1929H Ltr to R11 RA misuse of vehicle 9.16.2015.docx
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Government Owned Vehicle (GOV) Parking.pdf
111K



Higgins Email Re. Miss-Use.docx
249K



Vehicle MisUse - Higgins.docx

15K

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Government Owned Vehicle (GOV) Parking

posted Mar 19, 2014, 12:14 PM by Robin Zickgraf - QV0DA

Summary:

Supplier Management's Home to Work (HTW) Authorization 129B will expire June 4, 2014. After this date, all GOVs currently parked at an IOA's home duty station must be parked at Federal facilities, including post offices and reserve centers.

Detail:

Supplier Management will no longer be authorized for Home to Work. Effective close of business June 4, 2014, all Government Owned Vehicles (GOVs) must be moved from home duty station parking to Federal facilities, including Post Office's and Reserve Centers, as authorized. Beginning June 5, 2014, IOAs (except those who management has already spoken to) will be entitled to mileage reimbursement to/from their GOV parking location in their Personally Owned Vehicle (POV), or applicable reimbursement for public transportation. We request reimbursement be compiled and submitted monthly to reduce voucher fees.

All IOA's (except those previously spoken to) will have their work days begin as soon as they leave their home duty station and will end when they arrive back to their home duty station on Contractor Assist Visit (CAV) days.

Effective June 5, 2014, Kim Bennett will no longer be collecting GSA Form 3601 related to Home to Work travel. You will only need to submit the GSA Form 3601 for days prior to 6/5/14.

Supervisors and Section Chiefs have been working on locating and securing alternate Federal parking, including Post Offices and Reserve Centers, as authorized. I can provide formal requests in writing, as needed, to secure parking. Please provide all requests for formal letters to Nichol West by April 30, 2014. Nichol is also available to assist with locating alternate parking, where needed. Please provide these requests to Nichol by April 14, 2014, and she will work with Fleet to secure the GOV parking.

Under no circumstances can a GOV be parked at your home duty station beginning June 5, 2014. There will be NO EXCEPTIONS to this.

All questions should be referred to your Supervisors and Section Chiefs. They can refer any unanswered questions to Nichol West for follow-up, as applicable.

Implementation Timeline:

April 14, 2014

- Supervisors identify and secure alternate Federal parking and notify IOAs
- or -

- Supervisors contact Nichol to identify and secure parking with Fleet's assistance

April 30, 2014

- All formal parking letter requests due to Nichol

May 30, 2014

- Alternate Federal parking secured for ALL IOAs and Section Chiefs to provide a spreadsheet of Alternate parking address per IOA to Nichol.

June 4, 2014 (COB)

- All GOVs removed from home parking and parked at Alternate Federal facilities.
 - and -
- Final GSA Form 3601's should be submitted to Kim Bennett covering up to and including 6/4/2014.

Comments

You do not have permission to add comments.

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Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: Improper Use of Government Vehicle

1 message

Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Tue, Oct 6, 2015 at 12:30 PM

To: (b) (4)

Cc: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Dear Sir or Ma'am,

I am a supervisor at the General Services Administration, and I am in receipt of a Government Owned Vehicle ALLEGED MISUSE REPORT which you submitted to GSA on 8/25/15. On behalf of the General Services Administration, I would like to apologize for any inconvenience this incident may have created. I am investigating the details pertaining to this issue, and would appreciate the opportunity to discuss the incident in greater detail. If you would be willing to have a short conversation, I can be reached at (540) 220-1648.

Sincerely,

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(404) 215-8657 - Office(

(b) (6)

(6)



Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Re: Request for Information Relating to Alleged Vehicle Misuse Report

1 message

(b) (4)

Fri, Oct 23, 2015 at 5:25 PM

To: Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

hello. i noticed the car first when i came back from work at 5, and it was there till 9:30 or 10 pm. it did cause inconvenience for us. but the driver was extremely apologetic. he said he didn't mean to block the drive way, i do believe it was an honest mistake. i do not want him to get into any trouble since he was apologetic. feel free to email me back if you have any questions, thank you

On Tue, Oct 20, 2015 at 3:35 PM, Mark Wilson - QV0CEBB <mark.wilson@gsa.gov> wrote:

Dear G. Salmon,

Last week I sent you an email, inviting you to call me in regards to a Alleged Vehicle Misuse Report, submitted by you to the General Services Administration.

All reports pertaining to the potential misuse of Government Vehicles are taken very seriously. I have been tasked with bringing closure to this issue, and I would like to ask if you would please respond to a few questions related to the incident said to have occurred on August 25, 2015.

1. 1. The report you filed cited the time of the allegation as 7:21 PM. What time of day did you first notice the Government Car blocking your driveway?
2. 2. What time was the vehicle moved away from the driveway?
3. Did you speak with the driver of the car prior to it being moved away from the driveway?
4. 4. Do you have any additional pictures of the vehicle other than the one that was submitted with your report?
5. Are you aware of any other instances when the Government Car was parked in your neighborhood? If so, how often, approximately when did you see it, and how long was the vehicle parked in that location?

Your cooperation is greatly appreciated in this matter. Once again, if you would like to discuss this issue, please feel free to contact me at one of the numbers below. Otherwise, I would appreciate an email in response to the above questions.

Thank you for your time.

Sincerely,

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS

(404) 215-8657 - office

(b) (6)

(b)
(6)



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Disciplinary Action

1 message

D'Wayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>

Fri, Feb 19, 2016 at 3:09 PM

To: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Cc: Gary Samaha <gary.samaha@gsa.gov>, Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>, Kathy Day <kathy.day@gsa.gov>

Eric,

As you are aware I have been working with Mark Wilson on a case of an employee misusing a GOV, sleeping on duty, AWOL, lack of candor, and misconduct which impairs the trustworthiness of the employee. The offending employee is Gerard P. Higgins, and based upon the evidence that Mark Wilson has viewed, he believes that the employee should be removed from Federal Service. Nonetheless, this is ultimately your decision to make and if you would like to discuss other penalties please let me know.

As we discussed, it has just been established practice in your organization that you as the Branch Chief should be the Proposing Official for any adverse action. Adverse Action is a suspension of greater than 14-days up to removal from Federal Service. By law the minimum penalty for willful misuse of a GOV is a 30-day suspension, so this action will be an adverse one, requiring your involvement. I have learned today from Tom Brady that Associate Commissioner Donna Jenkins has delegated the authority to propose these actions to the division director level and that Tom can and will be re-delegating it to the Branch Chief level. Thus, we now know that we will be working together on this case.

Attached you will find the documentary evidence that I have collected thus far to support the action. Please call me if you have any questions or concerns about any of the documents. Also, I've attached the GSA's table of penalties contained within the attachment titled ER Guide. I recommend that you review the penalties for the following charges:

- Misusing a GOV
- Sleeping on duty
- AWOL
- Lack of candor
- Misconduct which impairs the trustworthiness of the employee

Once you have reviewed the information and the table of penalties, you will need to complete a Douglas Factors analysis. In order to assist you, I have attached a form that HR has created to assist managers in crafting their analysis of the 12 Douglas Factors. Please note that Mark Wilson has completed a Douglas Factor analysis. I have included his analysis in the documents attached. You may use Mark's analysis as a reference. However, you must complete an analysis of your own (one of the questions that is always asked during arbitrations or MSPB hearings is whether the proposing supervisor performed their own analysis or merely adopted another's point of view; since this case will most likely be appealed to a 3rd party, we want to make sure that you are taking all of the proper steps now so that you will be prepared to address these types of questions).

Please let me know if you have questions or concerns, or if you desire to discuss the evidence or case precedents further.

D'Wayne J. McCrudden
Human Resources Specialist (ER/LR), Labor Relations Officer
Southeast Sunbelt Division
77 Forsyth St, SW, Suite 650
Atlanta, Georgia 30303
Work Phone: (404) 331-3186














(b) (6)



"We were all Americans before the hyphens came"
Madison Rising 2011

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13 attachments

-  **Douglas Factors Detailed Checklist and Analysis - Higgins.pdf**
255K
-  **G12-1929H Alleged MisUse Report Fact Sheet dtd 8.25.2015 recvd 9.16.2015.pdf**
176K
-  **G12-1929H EMAIL TO MMcKenna FROM LAllin dtd 9.16.2015.docx**
16K
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-  **GHiggins Listing of Questions Continuation Page GSA 225 JJO eds.docx**
20K
-  **GHiggins Response Listing of Questions Continuation Page GSA 225 12.14.2015.docx**
22K
-  **Government Owned Vehicle (GOV) Parking.pdf**
111K
-  **Higgins Email Re. Miss-Use.docx**
249K
-  **Vehicle MisUse - Higgins.docx**
15K
-  **ER Guide - GSA Discipline Order and Penalty Guide 5.16.2011.doc**
377K
-  **Deciding Official's Douglas Factors Worksheet July 17, 2014.docx**
14K
-  **PO DO Douglas Factor Checklist.docx**

6/14/2016

GSA.gov Mail - Disciplinary Action

14K



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: Fueling records

1 message

Troy Williams - QMDZ2FOG <troy.williams@gsa.gov>
To: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Tue, Mar 8, 2016 at 4:26 PM

Eric,

Attached is WEX fuel card report for vehicle G12-1929H. Time period is Jan 1 2015 to March 8 2016.

Thank you,

Troy Williams
Fleet Manager
Central Great Lakes, FMC
Burr Ridge IL 60527
(b) (6)

On Mon, Mar 7, 2016 at 2:45 PM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Troy,

I am following up on a GOV issue and was wondering if I could obtain the fueling records for the following GOV tag # G12-1929H.

I am not certain what information is available, but Date, Time, vendor & location info (City & State) would be helpful.

The time frame I am looking for would be Jan 1, 2015 - today.

If that is too long, July 2015 - Dec 2015 would be suitable.

Thanks in advance for your quick assistance.

Eric

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
810-987-4504

(b) (6)

**G12-1929H WEX Card Report.xlsx**

22K

Transaction Date	Transaction Post Date	Account Number	Account Name	Card Number	Optional Embc	Custom Vehicle	Units	Unit of Measure	Product	Product Description	Transact	Merchant (Branch)
01/22/2015 11:51:00	01/27/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.029	GA	ETH	Unleaded Etha	OP	SUNOCO COMI
02/10/2015 13:31:00	02/12/2015	049500270045	GSA Region 11	****74030		G12 1929H	9.093	GA	UNL	Unleaded 1	OP	EXXONMOBIL
03/10/2015 08:50:00	03/12/2015	049500270045	GSA Region 11	****74030		G12 1929H	9.025	GA	UNL	Unleaded 1	OP	EXXONMOBIL
03/17/2015 13:09:00	03/19/2015	049500270045	GSA Region 11	****74030		G12 1929H	4.17	GA	UNL	Unleaded 1	OP	EXXONMOBIL
03/31/2015 09:27:00	04/03/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.336	GA	ETH	Unleaded Etha	OP	SUNOCO COMI
04/09/2015 09:35:00	04/13/2015	049500270045	GSA Region 11	****74030		G12 1929H	6.42	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
04/22/2015 12:25:00	04/24/2015	049500270045	GSA Region 11	****74030		G12 1929H	6.91	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
05/05/2015 12:23:00	05/07/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	WASH	Car Wash	OP	SHELL / EQUIV,
05/05/2015 12:23:00	05/07/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.11	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
05/05/2015 12:25:00	05/07/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	FLU	Anti-Freeze	IP	SHELL / EQUIV,
05/05/2015 12:25:00	05/07/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	SAL	Tax 1	IP	SHELL / EQUIV,
05/13/2015 16:37:00	05/15/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.9	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
05/13/2015 16:37:00	05/15/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	WASH	Car Wash	OP	SHELL / EQUIV,
05/21/2015 11:19:00	05/25/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.93	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
06/01/2015 00:00:00	06/05/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	TIRE	Tires	IP	MASTERCARD
06/04/2015 16:39:00	06/08/2015	049500270045	GSA Region 11	****74030		G12 1929H	4.318	GA	UNL	Unleaded 1	OP	Exxonmobil
06/15/2015 12:51:00	06/17/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.085	GA	UNL	Unleaded 1	OP	Exxonmobil
06/25/2015 09:21:00	06/29/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.051	GA	UNL	Unleaded 1	OP	Exxonmobil
07/09/2015 15:37:00	07/13/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.004	GA	UNL	Unleaded 1	OP	Exxonmobil
07/27/2015 12:40:00	07/29/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.046	GA	UNL	Unleaded 1	OP	Exxonmobil
08/04/2015 10:39:00	08/06/2015	049500270045	GSA Region 11	****74030		G12 1929H	1	EA	WASH	Car Wash	OP	SHELL / EQUIV,
08/04/2015 10:39:00	08/06/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.33	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
08/12/2015 09:30:00	08/14/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.093	GA	UNL	Unleaded 1	OP	Exxonmobil
08/21/2015 09:15:00	08/25/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.162	GA	UNL	Unleaded 1	OP	Exxonmobil
08/25/2015 09:56:00	08/27/2015	049500270045	GSA Region 11	****74030		G12 1929H	3.36	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
09/03/2015 08:59:00	09/07/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.81	GA	UNL	Unleaded 1	OP	SHELL / EQUIV,
09/18/2015 14:58:00	09/22/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.913	GA	UNL	Unleaded 1	OP	Exxonmobil
10/06/2015 13:58:00	10/08/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.134	GA	UNL	Unleaded 1	OP	Exxonmobil
11/03/2015 09:34:00	11/05/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.9	GA	UNL	Unleaded 1	OP	Exxonmobil
11/24/2015 09:41:00	11/26/2015	049500270045	GSA Region 11	****74030		G12 1929H	7.971	GA	UNL	Unleaded 1	OP	Exxonmobil
12/09/2015 09:09:00	12/11/2015	049500270045	GSA Region 11	****74030		G12 1929H	8.187	GA	UNL	Unleaded 1	OP	Exxonmobil
01/14/2016 09:29:00	01/18/2016	049500270045	GSA Region 11	****74030		G12 1929H	9.229	GA	UNL	Unleaded 1	OP	Exxonmobil
02/09/2016 11:59:00	02/12/2016	049500270045	GSA Region 11	****74030		G12 1929H	8.609	GA	ETH	Unleaded Etha	OP	SUNOCO COMI
03/02/2016 09:12:00	03/04/2016	049500270045	GSA Region 11	****74030		G12 1929H	8.898	GA	UNL	Unleaded 1	OP	Exxonmobil

Merchant Name	Merchant Address	Merchant City	Merchant State	Merchant Post	Merchant Site	Current Odom	Adjusted Odom	Previous Odom	Distance Drive	Fuel Economy	Cost Per Dist	Vehicle Description
Sunoco SRVC S 1	Pidgeon Hill	Sterling	VA	20165-6102	1652801	22716		22848	0	0	0	
Sterling Mart	22605 Glenn D	Sterling	VA	20164-4438	199755	22955		22716	239	26.28	0.084	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	23190		22955	235	26.04	0.094	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	23481		23190	291	69.78	0.034	
Sunoco SRVC S 1	Pidgeon Hill	Sterling	VA	20165-6102	1652801	23678		23481	197	23.63	0.102	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	23963		23678	285	44.39	0.053	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24119		23963	156	22.58	0.109	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24481		24119	362	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24481		24119	362	44.64	0.058	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24481		24481	0	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24481		24481	0	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24652		24481	171	21.65	0.123	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24652		24481	171	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	24981		24652	329	36.84	0.073	
Hogan & Sons I	46970 Commu	Sterling	VA	20164-1825	000000	24979		24981	0	0	0	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	25186		24979	207	47.94	0.058	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	25355		25186	169	23.85	0.119	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	25473		25355	118	14.66	0.195	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	25723		25473	250	35.69	0.08	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	25878		25723	155	19.26	0.148	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	26189		25878	311	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	26189		25878	311	42.43	0.067	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	26312		26189	123	17.34	0.163	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	26581		26312	269	37.56	0.075	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	25889		26581	0	0	0	
N & G Enterpri:	100 Commerce	Sterling	VA	20164-3216	3991707	26855		25889	966	123.69	0.022	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	27045		26855	190	21.32	0.121	
Sterling Mart	22605 Glenn D	Sterling	VA	20164-4438	199755	27336		27045	291	35.78	0.069	
Uppy's #81 (#2	11519 Leesbur,	Herndon	VA	20170-2205	160680	27614		27336	278	31.24	0.076	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	27900		27614	286	35.88	0.063	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	27182		27900	0	0	0	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	28451		27182	1269	137.5	0.015	
Sunoco SRVC S 1	Pidgeon Hill	Sterling	VA	20165-6102	1652801	28768		28451	317	36.82	0.05	
Circle K#74	46373 Barthol	Sterling	VA	20164-6618	160659	29024		28768	256	28.77	0.063	

VIN	Tank Capacity	In Service Date	Start Odomete	Driver Last Na	Driver First Na	Driver Middle	Driver Depart	Employee ID	Transaction Ti	Currency Exch	Vehicle Promp	Department
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		001233			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		PTT4291			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00034011			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00036584			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		044798			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0651208			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0709600			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0766014			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0766014			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0766022			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0766022			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0803684			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0803684			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0843086			14
3FADP0L3XBR118		12/20/2010	0	SIG ON FILE		DEFAULT	Unassigned		275268			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00030910			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00039856			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00008744			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00014522			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00020892			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0190116			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0190116			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00026329			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00026713			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0103564			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		0180885			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00049245			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00286380			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00050712			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00035307			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00045835			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00005938			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		031375			14
3FADP0L3XBR118		12/20/2010	0	FLEET	GSA		Unassigned		00039005			14

PO Number	Agency/Org C	6x Date	Age in Months BOAC		Current Invent	Current Month	Equipment Co	Fuel Type	Garage Zip	LID	Prior Month E	Serial
K0059567	4732	00000000	049	474285	20	022640	120205	74	22207	WCEP	022232	004
	4732	00000000	050	474285	20	022740	120205	74	22207	WCEP	022640	004
	4732	00000000	051	474285	20	022955	120305	74	22207	WCEP	022740	004
	4732	00000000	051	474285	20	022955	120305	74	22207	WCEP	022740	004
	4732	00000000	051	474285	20	023481	120305	74	22207	WCEP	022955	004
	4732	00000000	052	474285	20	023481	120305	74	22207	WCEP	022955	004
	4732	00000000	052	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	053	474285	20	023963	120305	74	22207	WCEP	023481	004
	4732	00000000	054	474285	20	024652	120305	74	22207	WCEP	023963	004
	4732	00000000	054	474285	20	024652	120305	74	22207	WCEP	023963	004
	4732	00000000	054	474285	20	024652	120305	74	22207	WCEP	023963	004
	4732	00000000	054	474285	20	025355	120305	74	22207	WCEP	024652	004
	4732	00000000	055	474285	20	025355	120305	74	22207	WCEP	024652	004
	4732	00000000	055	474285	20	025723	120305	74	22207	WCEP	025355	004
	4732	00000000	056	474285	20	025723	120305	74	22207	WCEP	025355	004
	4732	00000000	056	474285	20	025723	120305	74	22207	WCEP	025355	004
	4732	00000000	056	474285	20	025723	120305	74	22207	WCEP	025355	004
	4732	00000000	056	474285	20	026312	120305	74	22207	WCEP	025723	004
	4732	00000000	056	474285	20	026312	120305	74	22207	WCEP	025723	004
	4732	00000000	057	474285	20	026312	120305	74	22207	WCEP	025723	004
	4732	00000000	057	474285	20	026312	120305	74	22207	WCEP	025723	004
	4732	00000000	058	474285	20	026855	120305	74	22207	WCEP	026312	004
	4732	00000000	059	474285	20	027336	120305	74	22207	WCEP	026855	004
	4732	00000000	059	474285	20	027614	120305	74	22207	WCEP	027336	004
	4732	00000000	060	474285	20	027614	120305	74	22207	WCEP	027336	004
	4732	00000000	061	474285	20	027182	120305	74	22207	WMNJ	027614	004
	4732	00000000	062	474285	20	028451	120305	74	22207	WMNJ	027182	004
	4732	00000000	063	474285	20	028768	120305	74	22207	WMNJ	028451	004

Standard Item

[illegible]



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Confirmation of Interview Thursday March 17, 2016

1 message

Eric Horton - QV0CBB <eric.horton@gsa.gov>
To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Thu, Mar 10, 2016 at 3:50 PM

Gerry,

Per our discussion by phone moments ago, with regard to your alleged misuse of your Government Owned Vehicle (GOV), including your parking of your assigned GOV in front of your neighbor's driveway on 8/25/2015, and other actions you may have taken on that day, I am reviewing the material facts and statements you have previously provided to your supervisor during his preliminary fact-gathering of the incident.

To better understand the facts and your actions in this matter, I intend to personally interview you, so that I can obtain first hand your statements surrounding this issue, allow you to provide any additional information, and as may be necessary, to allow you an opportunity to clarify previously provided answers to questions, with the intent to clear up any discrepancies which may exist.

The interview will take place at 1:00 PM Eastern on Thursday March 17, 2016. Please make yourself available and clear your schedule if any conflicts exist. I will send a Google Calendar invite to you for you to confirm your availability and attendance.

Be advised I will conduct the interview using GSA meeting space. Please ensure your web camera is fully functional for this meeting. Below is the GSA meeting space information.

<https://meet.gsa.gov/erichortonmeetingspace/>

Code 1987

Conference Number(s):**US (Toll):** **1-719-325-2013****US (Toll Free):** **1-866-928-2008****Participant Code:** **325682****Please reply to this email, acknowledging receipt.****Thank you.**

—

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)

(b) (6)

Notes to file for Eric C. Horton Regarding Interview with Gerrard Higgins	
Interviewee:	Gerrard Higgins IOA
Fact-Finder:	Eric C. Horton Section Chief MOC IOA Branch
Note Taker (if applicable):	D'Wayne J. McCrudden Human Resources Specialist (ER/LR), Labor Relations Officer
Date/Time:	3/17/2016 1:00 PM Eastern
Location:	Interview Conducted virtually using GSA meeting space and telephone.

Opening Statement: This is a fact-finding inquiry to determine the facts concerning the August 25, 2015 incident involving your alleged misuse of your Government Owned Vehicle (GOV). Disciplinary actions may result based upon the information and evidence gleaned during the inquiry into these events.

Instructions

Interviewee Answer

1. In order to uphold the integrity of this fact-finding, I ask that you keep confidential your involvement and/or any information learned as a result of your involvement in this process. Do you understand this statement?	Answer: "Yes"
2. Additionally, retaliation against any employee participating in a fact-finding is prohibited. In the future, if you believe that someone is retaliating against you because you participated in this fact-finding interview, please inform me immediately. Do you understand this statement?	Answer: "Yes" "That's the No FEAR Act".
3. During this interview, a note taker will be typing your responses to the questions. At the end of this interview, you will have the opportunity to review a copy of those typed responses, otherwise known as the summary of the interview. At that time, you may suggest additional sources of evidence and/or deny, refute or otherwise challenge anything contained in the summary. Do you understand this statement?	Answer: "Yes"
4. Upon review of the summary of the interview, you will be asked to sign and date it. Failure to sign will not void the contents of the summary. Do you understand this statement?	Answer: "Yes"
5. Do you have any questions about this process before we begin?	See below.
My response: "Disciplinary actions may result based upon the information and evidence gleaned during the inquiry into these events."	Gerry Asked: "Will this interview establish my guilt in this matter?"
My Response: "No, I have not and no new information has been provided to me."	Gerry Asked "Did you come into any new information?" "no new information has been provided to you?"
# Question	Interviewee Answer
1 On Aug 25, 2015, you indicated that you performed a Contractor assessment at C Watkins ZF0228M. What time did you leave your home duty station?	Answer: "Can not remember exactly it was 6 months ago."
2 Where did you go then?	Answer: "To Pick up GOV. "
3 Can you provide me an estimate of the time?	Answer: "no, it was 6 months ago."
4 What time did you pick up the GOV from its authorized parking location?	Answer: "Unsure of exact time".
5 Can you provide me an estimate of the time it took you to get there?	Answer: "10-15 minutes"
6 What time did you arrive at the contractors location?	Answer: "Appt was at 10:00 AM, approximate arrival at 10."
7 How long did your contract assessment last?	Answer: "Can not remember".
8 Your Assessment report has a time estimate "Assessment with Contractor" the employee would have documented, would the employee believe it is an accurate estimate of this time?	Answer: "Yes"
9 What time did you depart the contractors location?	Gerry requested his Weingarten Rights at 1:15 PM.

	Synopsis of this portion of the Interview. Employee Requested his Weingarten Rights at 1:15 PM. Interview was halted pending the participation of Mr. Al Miller Local NFFE President. Mr. Miller joined the call at 1:23 PM. Mr. Miller was briefed on Nature of Interview. He was provided an explanation by D'Wayne. Mr. Miller asked if questions had already been asked and answered and if he could have a recap of those. I answered that both questions had been asked and answers provided. I provided a review of the above Q&A to Mr. Miller. Gerry requested off line private council with Mr. Miller. Request was granted. Call halted pending their return to the Interview. Upon reconvening, Gerry requested private legal council representation. D'Wayne advised the nature of this fact finding inquiry allowed Gerry to represent himself or by NFFE. Mr. Miller confirmed, although Gerry could seek legal council on any result from this inquiry.	
10	Question asked again. What time did you depart the contractors location?	Answer: "I can not recall although I believe the contractor Mr. Watkins could provide an accurate time.
11	I reminded Gerry that in the GSA 225 The Supervisor documented that "On October 13, 2015, he spoke with Carl Watkins (contractor representative), who confirmed that you performed an assessment for him on August 25, 2015. Mr. Watkins stated that you were at the business for less than two hours and left just before lunchtime." I asked Gerry..... Does this timeframe seem accurate?	Answer: "I am not certain, what ever time Mr. Watkins said must be correct."
12	Where did you go once you left the contractor?	Answer: "I went to lunch at Buffalo Wild Wings"
13	How far is it from the contractors location?	Answer: "Maybe 10 miles."
14	How long were you at lunch?	Answer: "Between 25-35 minutes."
15	Where did you go next?	Answer: "I then drove the GOV to it's designated parking location."
16	What time did you arrive there?	Answer: "Do not remember what time I arrived."
17	Where did you go next?	Answer: "I picked up my POV and drove to my duty station".
18	Please clarify ...What time did you arrive at your Home duty station?	Answer: "Can not recall exactly. It is a 5 to 10 min drive. I would say around 2:00 PM."
19	In your response to the Record of Infraction GSA Form 225 question asked by your supervisor Q: What were you doing between noon and 4:00 p.m. on August 25? You responded "Lunch and assessment planning". Where did you conduct the assessment planning?	Answer: "Here at my home duty station."
20	How long did you conduct the assessment planning (from when to when)?	Answer: "Between 2 or so to 4:10 or 4:15., maybe closer to 4. until 3:45 to 4:00"
21	What activities did you perform as part of "assessment planning"?	Answer: "Schedule Appointments & work on draft of C Watkins assessment report."
22	Do you recall if you made any work related phone calls that afternoon using your GSA cell phone?	Answer: "Can not recall, not certain. Assessment planning involves downloading history and document research, but assessment planning work does not always require making phone calls".
23	Did you send any email to GSA contractors on this afternoon?	Answer: "Can not recall".
24	I asked Gerry to go to his SENT directory and provide a print screen of emails generated on 8/25/2015, and to forward to me any emails generated and sent to GSA contractors. I asked if he could complete this by 9 AM 3/18.	Answer: "I can do that"
25	In your response to the Record of Infraction GSA Form 225 question asked by your supervisor Q: You stated that on one occasion, you had to go inside your home to lie down. What date did this occur and why did you have to lie down? You did not provide an answer to the question, Why did you have to lie down?	Answer: "I had a severe allergy, so I took a Unisom which is now marketed as a sleep aid, but helps alleviate allergy symptoms".
26	On October 7, 2015, your supervisor spoke with you about the events of 8/25/15. During this meeting, you stated that you took an antihistamine and, as a result, fell asleep. At what time did you take the antihistamine?	Answer: "Before 4 PM. Probably between 2 to 4."
27	What approximate time did you fall asleep?	Answer: "Close to 4:30"
28	Why did you take the antihistamine?	Answer: "To alleviate allergy symptoms."

29	What if any type of leave did you utilize that day?	Answer: "I did not take any leave."
30	Why didn't you ask to utilize leave if you were not feeling well?	Answer: "I work through the Allergy symptoms."
31	On Aug 25, 2015, GSA received a complaint that your assigned GOV, Tag # G12-1929H, was parked in the street blocking your neighbor's access to their driveway. Why was your assigned GOV parked in front of your neighbor's driveway?	Answer: "I brought back the GOV to load closed out assessment folders into the trunk. But I fell asleep. I parked it there because my divorced neighbor had told me previously that she had planned to move and a moving truck might be parked at their house."
32	Do you believe it is appropriate to park GOVs in such a way to block and prevent access by citizens and residents to their own property?	Answer: "No! this was not my intent."
33	Setting aside for just a moment the clear published policy for the supplier management IOA personnel prohibiting, with no exceptions, the parking of GOVs at home duty stations, Why did you not park the GOV in your own driveway?	Answer: "I wasn't sure when the divorced neighbor would have the moving truck and wanted to see when the neighbors moving truck might arrive." "I was trying to keep out of the way." "I only intended to park there for a short time."
34	Did you drive your POV to get the GOV?	Answer: "Yes"
35	At what point did you go back to get the GOV?	Answer: "4 to 4:30pm."
36	Our Supplier Management web site has clear guidance "Under no circumstances can a GOV be parked at your home duty station beginning June 5, 2014. There will be NO EXCEPTIONS to this." When asked by your Supervisor on the GSA 225 Notice of infraction question: Turning to the date of the allegation, why did you drive the GOV to your home on August 25, 2015? You responded "To load closed out assessment folders in the trunk of the GOV." Why did you need to load closed out assessment folders into your GOV trunk?	Answer: "To make space in my duty station."
37	Where were you going to take the assessments folders?	Answer: "To store them in the trunk because I do not have disposition instructions on what to do with them."
38	What were you going to do with them?	Answer: "Don't know, maybe throw them in a dumpster."
39	Why did you drive your POV to pick up the GOV a second time that day and then drive the GOV to your duty station?	Answer: To load closed out assessment folders into the GOV trunk.
40	What time did you do this?	Answer: "4:00"
41	Why did you not simply load the closed out assessment folders into your POV, drive them to your GOV, empty them into your GOV, and then drive home in your POV?	Answer: "I thought it would look funny if people saw me loading folders into the trunk of my GOV at the designated parking location."
42	Do you have any other information you wish to share which would help me to understand the full scope of what transpired that day and any factors which may have contributed to your actions on 8/25/2015?	Answer: "None other than the Alergies"
End of Questions - Interview adjorned at 2:10 PM.		End of Answers

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(b) (6)

Attachment

Attachment to Fact Finding investigation on 3/17/2016

Q 38. What were you going to do with them?

Answer: Don't know, maybe throw them in a dumpster but probably hold onto them until I received approval to dispose of them.

UPS CampusShip: [View/Print Label](#)

1. **Ensure there are no other shipping or tracking labels attached to your package.** Select the Print button on the print dialog box that appears. Note: If your browser does not support this function select Print from the File menu to print the label.
2. **Fold the printed label at the solid line below.** Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.
3. **GETTING YOUR SHIPMENT TO UPS**
Customers with a Daily Pickup
Your driver will pickup your shipment(s) as usual.

Customers without a Daily Pickup

Take your package to any location of The UPS Store®, UPS Access Point™ location, UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depot® or Staples®) or Authorized Shipping Outlet near you. Items sent via UPS Return Services(SM) (including via Ground) are also accepted at Drop Boxes. To find the location nearest you, please visit the Resources area of CampusShip and select UPS Locations.

Schedule a same day or future day Pickup to have a UPS driver pickup all your CampusShip packages.

Hand the package to any UPS driver in your area.

UPS Access Point™
THE UPS STORE
21800 TOWNCENTER PLZ
STERLING, VA 20164

UPS Access Point™
THE UPS STORE
2465 CENTREVILLE RD
HERNDON, VA 20171

UPS Access Point™
THE UPS STORE
11654 PLAZA AMERICA DR
RESTON, VA 20190

FOLD HERE

GERRY HORTON 540 923 1248 GSA/PAS 105 SEXTON CT STERLING VA 20164	1.0 LBS LTR 1 OF 1
SHIP TO: ERIC HORTON 3 5 5 C M I	(b) (6)
	MI 480 6-02 
UPS NEXT DAY AIR 1 TRACKING #: 1Z W8E 676 01 9978 5104 	
BILLING: P/P	



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: Summary of fact finding interview with you conducted on March 17, 2015.

1 message

Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>
To: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fri, Mar 25, 2016 at 7:10 AM

Good morning Eric:

The attachment is just an clarification to Q38 so there should be 4 scanned pages I sent you yesterday.

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248 ☎

A bad system will defeat a good person every time" - W. Edwards Deming

Is your facility sustainable? Find out here - www.sftool.gov

Before printing, please consider the environment

On Thu, Mar 24, 2016 at 4:43 PM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerard,

Please be advised there is no attached scanned copy in your reply to me. Please resend immediately with the attachment as directed.

On Thu, Mar 24, 2016 at 4:39 PM, Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov> wrote:

Good afternoon Mr. Horton:

I just sent the signed Fact Finding investigation form back to you via UPA over night.

Alos, attached is a copy of the signed Fact Finding investigation form.

The extra time was needed for my attorney to review the responses.

POC Greg Rinckey grinckey@tullylaw.com

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248 ☎

A bad system will defeat a good person every time" - W. Edwards Deming

Is your facility sustainable? Find out here - www.sftool.gov

 Before printing, please consider the environment

On Tue, Mar 22, 2016 at 7:14 AM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerard,

The attached PDF is a summary of my fact finding interview with you conducted on March 17, 2015.

Please review.

Please take the following actions:

1. Print the document - You may make corrections to the document if I did not accurately capture your responses.
2. Sign and date the document in ink in the designated location at the bottom of page 3.
3. Scan a copy of the completed and signed document and send to me via email.
4. Send the printed complete document with your original signature to my office at the following address

**Attn: Eric Horton - Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
GSA FAS Office Mezzanine Level
526 Water St, Port Huron, MI 48060**

5. Advise me via email when complete.

Please note as discussed during the fact finding inquiry, you may suggest additional sources of evidence and/or deny, refute or otherwise challenge anything contained in the summary.

Your due date for completion of all of the above is COB today 3/22/2016.

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
810-987-4504

(b) (6)

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
810-987-4504

(b) (6)



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: B90 emails for 8/25/2015

1 message

Eric Horton - QV0CBB <eric.horton@gsa.gov>
To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Fri, Mar 18, 2016 at 2:10 PM

Gerry,

I believe I have been more than clear.

Go to your Gmail SENT file folder.
open each message with a date of 8/25/2015.
Forward this email to me.

To: Andrea Urbina Re: Fw: Update 72A IFF email address for contract GS-10F-0426X - Steve Davis is listed as the primary contract negotiator for you 8/25/15

Forward this email to me.

To: Andrea Urbina Re: Fw: Update 72A IFF email address for contract GS-10F-0426X - Is this address the contact for the employee who reports the q 8/25/15

Forward this email to me

To: me Notification: C Watkins ZF0228M Annual onsite @ Tue Aug 25, 2015 10am - 2pm (gerard.hig... - more details » C W: 8/25/15

Forward this email to me

To: gchriste Assessment Report for GS35F0119W Finalized - Attached is the Assessment Report conducted on 08/13/2015 for contract GS35Fi 8/25/15

Forward this email to me.

To: ccraig Assessment Report for GS10F0136Y Finalized - Attached is the Assessment Report conducted on 08/19/2015 for contract GS10FC 8/25/15

Do not send me any more print screens.
Complete this simple task immediately.

On Fri, Mar 18, 2016 at 2:00 PM, Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov> wrote:
See attached MS Word doc for email info for 8/25/2015.

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: [540.903.1248](tel:540.903.1248)

A bad system will defeat a good person every time" - W. Edwards Deming

Is your facility sustainable? Find out here - www.sftool.gov

Before printing, please consider the environment

On Fri, Mar 18, 2016 at 1:44 PM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerry,

To clarify, I desire and direct you to open each of those messages in your sent directory from 8/25/2015 and forward

each of them to me in their entirety using your GSA gmail account. Ensure you complete this task immediately. Thank you.

On Fri, Mar 18, 2016 at 1:37 PM, Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov> wrote:

Good afternoon Eric:

This is the screen shot of the "sent emails on 8/25/15.

The "To" is the recipient of my email.

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: [540.903.1248](tel:540.903.1248) 📞

A bad system will defeat a good person every time" - W. Edwards Deming

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On Fri, Mar 18, 2016 at 9:01 AM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerry,

Thank you for the print screen of your sent emails for the date 8/25/2015.

Per our discussion yesterday, you were also directed to forward me the emails you sent on 8/25/2015 by 9:00 AM this morning.

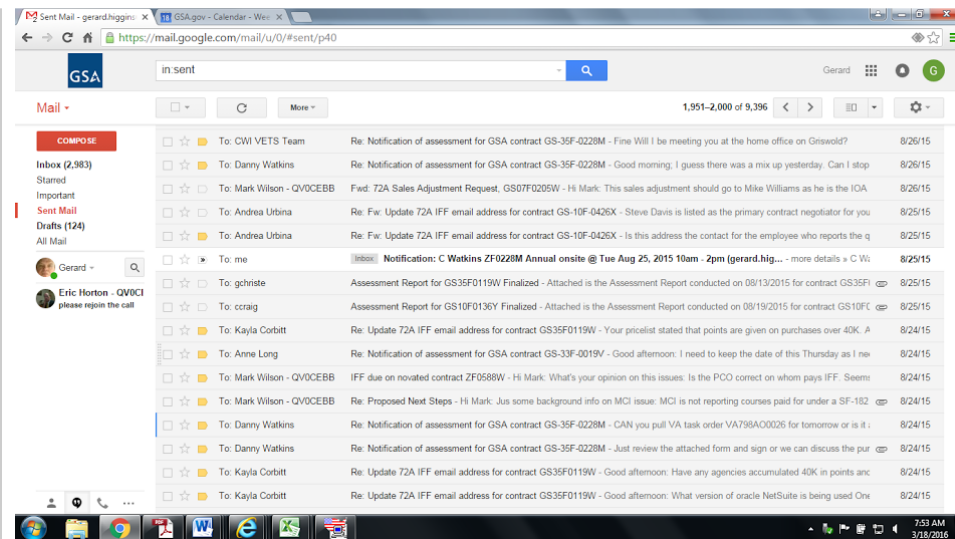
Please do so immediately.

<input type="checkbox"/> ☆ □	To: Andrea Urbina	Re: Fw: Update 72A IFF email address for contract GS-10F-0426X - Steve Davis is listed as the primary contract negotiator for you	8/25/15
<input type="checkbox"/> ☆ □	To: Andrea Urbina	Re: Fw: Update 72A IFF email address for contract GS-10F-0426X - Is this address the contact for the employee who reports the q	8/25/15
<input type="checkbox"/> ☆ ▶	To: me	Inbox Notification: C Watkins ZF0228M Annual onsite @ Tue Aug 25, 2015 10am - 2pm (gerard.hig... - more details » C Wi	8/25/15
<input type="checkbox"/> ☆ □	To: gchriste	Assessment Report for GS35F0119W Finalized - Attached is the Assessment Report conducted on 08/13/2015 for contract GS35FI	8/25/15
<input type="checkbox"/> ☆ □	To: ccraig	Assessment Report for GS10F0136Y Finalized - Attached is the Assessment Report conducted on 08/19/2015 for contract GS10FC	8/25/15

Thank you.

On Fri, Mar 18, 2016 at 8:33 AM, Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov> wrote:

See attached screenshot below listing emails for day of interest.



Thank you.

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248 ☎

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--
Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
810-987-4504

(b) (6)

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)
(b) (6)

--
Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)
(b) (6)



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: Summary of fact finding interview with you conducted on March 17, 2015.

1 message

Eric Horton - QV0CBB <eric.horton@gsa.gov>

Wed, Mar 23, 2016 at 5:06 PM

To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Cc: D'Wayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>, Eric Horton <eric.horton@gsa.gov>

Gerard,

You are hereby advised that you have failed to comply with my supervisory direction to complete the task in my original email Dated 3/22/16 by COB 3/22/2016.

I am unaware of why you failed to comply with this explicit direction and I have not heard from you providing a reason for this failure nor a request for any additional time.

Today I contacted your direct supervisor, Mark Wilson and was advised you were working in your home office this morning and that you took sick leave in the afternoon starting at 1:30 PM. You certainly had ample opportunity to contact me in this matter and or to complete this overdue task.

I am providing you one more opportunity to complete the tasks assigned to you.

You are hereby directed to complete the following tasks by Close of Business Thursday March 24, 2016.

Please review the attachment.

Please take the following actions:

1. Print the document - You may make corrections to the document if I did not accurately capture your responses.
2. Sign and date the document in ink in the designated location at the bottom of page 3.
3. Scan a copy of the completed and signed document and send to me via email.
4. Send the printed complete document with your original signature to my office at the following address

**Attn: Eric Horton - Chief of Industrial Operations
Midwest Operations Center (QV0CBB)**

(b) (6)

5. Advise me via email when complete.

Please note as discussed during the fact finding inquiry, you may suggest additional sources of evidence and/or deny, refute or otherwise challenge anything contained in the summary.

Your due date for completion of all of the above is **Close of Business Thursday March 24, 2016.**

On Tue, Mar 22, 2016 at 7:14 AM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerard,

The attached PDF is a summary of my fact finding interview with you conducted on March 17, 2015.

Please review.

Please take the following actions:

1. Print the document - You may make corrections to the document if I did not accurately capture your responses.
2. Sign and date the document in ink in the designated location at the bottom of page 3.
3. Scan a copy of the completed and signed document and send to me via email.
4. Send the printed complete document with your original signature to my office at the following address

**Attn: Eric Horton - Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
GSA FAS Office Mezzanine Level**

(b) (6)

5. Advise me via email when complete.

Please note as discussed during the fact finding inquiry, you may suggest additional sources of evidence and/or deny, refute or otherwise challenge anything contained in the summary.

Your due date for completion of all of the above is COB today 3/22/2016.

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)

(b) (6)

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)

(b) (6)



Fact finding inquiry March 17 Interview Summary - Questions and Answers.pdf

140K



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Re: Summary of fact finding interview with you conducted on March 17, 2015.

1 message

Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fri, Mar 25, 2016 at 7:39 AM

To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Cc: D'Wayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>

Bcc: "Mark Wilson (QV0CEBB)" <mark.wilson@gsa.gov>

Gerry,

As was the case yesterday and today, there is no attached document on either of your two emails. I do not understand your inability to complete the task I directed you to complete. That explicit task was to "Scan a copy of the completed and signed document and send to me via email." Your actions in not complying with my two direct orders are impacting my progress in this matter. My order remains that you are to Scan a copy of the completed and signed document and send to me via email. This must be completed immediately.

On Mar 25, 2016 7:11 AM, "Gerard Higgins - QV0CEBA" <gerard.higgins@gsa.gov> wrote:

Good morning Eric:

The attachment is just an clarification to Q38 so there should be 4 scanned pages I sent you yesterday.

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248 ☎

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On Thu, Mar 24, 2016 at 4:43 PM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerard,

Please be advised there is no attached scanned copy in your reply to me. Please resend immediately with the attachment as directed.

On Thu, Mar 24, 2016 at 4:39 PM, Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov> wrote:

Good afternoon Mr. Horton:

I just sent the signed Fact Finding investigation form back to you via UPA over night.

Alos, attached is a copy of the signed Fact Finding investigation form.

The extra time was needed for my attorney to review the responses.

POC Greg Rinkey gricnkey@tullylaw.com

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248 ☎

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On Tue, Mar 22, 2016 at 7:14 AM, Eric Horton - QV0CBB <eric.horton@gsa.gov> wrote:

Gerard,

The attached PDF is a summary of my fact finding interview with you conducted on March 17, 2015.

Please review.

Please take the following actions:

1. Print the document - You may make corrections to the document if I did not accurately capture your responses.
2. Sign and date the document in ink in the designated location at the bottom of page 3.
3. Scan a copy of the completed and signed document and send to me via email.
4. Send the printed complete document with your original signature to my office at the following address

**Attn: Eric Horton - Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
GSA FAS Office Mezzanine Level**

(b) (6)

5. Advise me via email when complete.

Please note as discussed during the fact finding inquiry, you may suggest additional sources of evidence and/or deny, refute or otherwise challenge anything contained in the summary.

Your due date for completion of all of the above is COB today 3/22/2016.

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
810-987-4504

(b) (6)

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service
[810-987-4504](tel:810-987-4504)

(b) (6)



Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fwd: Fw: Update 72A IFF email address for contract GS-10F-0426X

1 message

Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>
To: Eric Horton - QV0CBB <eric.horton@gsa.gov>

Fri, Mar 18, 2016 at 2:16 PM

CC

(b) (6)

Industrial Operation Analyst (IOA)

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248

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----- Forwarded message -----

From: **Gerard Higgins - QV0CEBA** <gerard.higgins@gsa.gov>

Date: Tue, Aug 25, 2015 at 12:08 PM

Subject: Re: Fw: Update 72A IFF email address for contract GS-10F-0426X

To: Andrea Urbina <andreaurbina@tercon.com>

Is this address the contact for the employee who reports the quarterly GSA IFF data?

(b) (6)

Industrial Operation Analyst (IOA)

R4 - Southeast Operations Center

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: 540.903.1248

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On Tue, Aug 25, 2015 at 10:02 AM, Andrea Urbina <andreaurbina@tercon.com> wrote:

Hello Gerard,

My name is Andrea and I am responding to you in regards to the email below. I believe the address you have is outdated for quite some time now. You can use busdev@tercon.com

If you have any other questions, please feel free to contact me.

Andrea Urbina
Tercon Consulting Inc.

(b) (6)

andreaurbina@tercon.com

www.tercon.com

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[Add me on LinkedIn](#)



From: Jeannette Terry

Sent: Monday, August 24, 2015 1:48 PM

To: Andrea Urbina

Subject: FW: Update 72A IFF email address for contract (b) (6)

Andrea:

Can you please take care this issue this week? You can use my name as the key contact. Thanks.

JET

From: Steve Davis

Sent: Monday, August 24, 2015 1:40 PM

To: Jeannette Terry

Subject: Fwd: Update 72A IFF email address for contract G (b) (6)

From my Android phone on T-Mobile. The first nationwide 4G network.

----- Original message -----

From: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Date: 08/24/2015 9:46 AM (GMT-05:00)

To: Steve Davis <stevedavis@tercon.com>

Subject: Update 72A IFF email address for contract (b) (6)

Good morning:

Currently, the email address of mikeosredker@tercon.com is bouncing back to GSA when sent out as a reminder to report quarterly sales.

Please update the email address if incorrect with the ACO.

Thank you.

(b) (6)

Industrial Operation Analyst (IOA)

R4 - Southeast Operations Center

Supplier Management Division

Federal Acquisition Service

General Services Administration

Office: [540.903.1248](tel:540.903.1248) 

A bad system will defeat a good person every time" - W. Edwards Deming

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6/14/2016

GSA.gov Mail - Fwd: Fw: Update 72A IFF email address for contract GS-10F-0426X

Contains Privacy Data PL93-579 Privacy Act - ETAMS - Archived Primary Timecard - Agency GS - Region RS - Facility SF

File Reports Help

Name: **HIGGINS, GERARD** ☐ Show Start/Stop ☒ Show Supplemental ☐ No Supplemental

Period: **2015** Area: **95** Team: **02**

Day	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs
8/23/2015	1 Su															
8/24/2015	2 Mo	01	9.0													
8/25/2015	3 Tu	01	9.0													
8/26/2015	4 We	01	9.0													
8/27/2015	5 Th	01	9.0													
8/28/2015	6 Fr															
8/29/2015	7 Sa															
8/30/2015	8 Su															
8/31/2015	9 Mo	01	9.0													
9/1/2015	10 Tu	01	9.0													
9/2/2015	11 We	01	9.0													
9/3/2015	12 Th	01	9.0													
9/4/2015	13 Fr	01	8.0													
9/5/2015	14 Sa															

Remarks:

Signed by: WILSON, MARK Last Signed by: WILSON, MARK (8/15 5:51)
Last Changed by:

YRPP: 0015/10
Annual: 000
Sick: 0001.0
Comp: 0
Travel Comp: 0
LWOP: 0
Credit: 0
FLSA: 0
FPM: 0
Block: 0100
Rest Lv: 0
Use Loss: 000
Sep Ind: No
Tour: Full Time
AVG: Yes

Contains Privacy Data PL93-579 Privacy Act - Reports

GSA ELECTRONIC TIME AND ATTENDANCE MANAGEMENT SYSTEM 5/18/2016
Version 5.00 Contains Privacy Data PL93-579 Privacy Act 10:50:26 AM
GS/RS/SF ARCHIVED PRIMARY TIMECARD
For U.S. Government Use Only
Pay Period: 2015/19 Area/Team: 08/02

Name: **HIGGINS, GERARD**

Day	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs	Code	Start	Stop	Hrs
8/23/2015	1 Su															
8/24/2015	2 Mo	01		9.0												
8/25/2015	3 Tu	01		9.0												
8/26/2015	4 We	01		9.0												
8/27/2015	5 Th	01		9.0												
8/28/2015	6 Fr															
8/29/2015	7 Sa															
8/30/2015	8 Su															
8/31/2015	9 Mo	01		9.0												
9/1/2015	10 Tu	01		9.0												
9/2/2015	11 We	01		9.0												
9/3/2015	12 Th	01		9.0												
9/4/2015	13 Fr	01		8.0												
9/5/2015	14 Sa															

Remarks:


Signed by: WILSON, MARK Last Signed By: WILSON, MARK (8/15 5:51) Sep Ind: No
Last Changed by: Full Time AVG: Yes

For U.S. Government Use Only

Search Logged on as: wilsonmark 11:50 AM 7/18/2016

Gerrard Higgins GSA Cell number (b) (6)

Higgins calendar entry for 8/25/2015



←

SAVE

Discard changes

More Actions ▼

C Watkins ZF0228M Annual onsite
Tue, August 25, 2015, 10am – 2pm

Where

Sterling, VA
[map](#)

Calendar

Gerard Higgins - QV0CEBA

Notifications

No notifications set
[Add a notification](#)

Map showing duty station, official parking location, and contractor location scheduled for 8/25/2016.

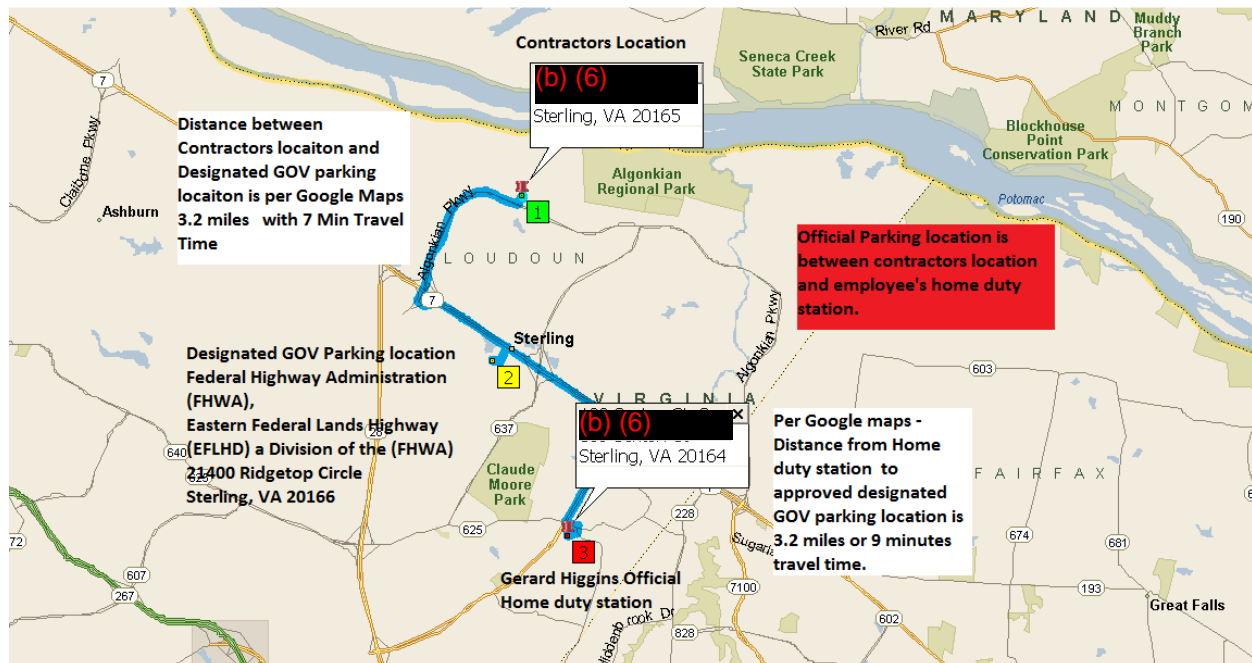


Image of Home Duty Station and proximity of GOV parked by employee blocking Neighbor's driveway. (Source: Google Street View)



Photo provided by complainant/ neighbor



Eric Horton - QV0CBB <eric.horton@gsa.gov>

GHiggins NPR Memorandum 5.26.2016

1 message

Eric Horton - QV0CBB <eric.horton@gsa.gov>

Thu, May 26, 2016 at 12:55 PM

To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>

Bcc: DWayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>

Attention: Gerard Higgins

Attached you will see a scanned PDF file with the file name "GHiggins NPR Memorandum 5.26.2016"

You are hereby directed to do the following:

1. Immediately reply to this email indicating you have received this email.
2. Next, immediately print out Page 12 of the PDF file with the file name "GHiggins NPR Memorandum 5.26.2016" .
Sign at the bottom indicating Receipt Acknowledged.
Scan this page 12 containing your signature at bottom, and return to me via email.
3. Review the Memorandum in full as it provides detailed information covering my proposed action and specific instructions governing your rights in this matter and specific time frames which must be adhered to. Enclosures referenced on page 13 of the memorandum are attached electronically to this email.

Please consult the memorandum for guidance regarding appropriate individuals you may contact with any questions you may have.

--

Eric C. Horton
Chief of Industrial Operations
Midwest Operations Center (QV0CBB)
Supplier Management
Federal Acquisition Service

(b) (6)

17 attachments**GHiggins NPR Memorandum 5.26.2016.pdf**

9658K

**Fact finding inquiry March 17 Interview Summary - Questions and Answers.pdf**

144K

**G12-1929H Alleged MisUse Report Fact Sheet dtd 8.25.2015 recvd 9.16.2015.pdf**

176K

**G12-1929H Ltr to R11 RA misuse of vehicle 9.16.2015.docx**

18K

**GHiggins GSA 225 Misuse of GOV.pdf**

308K

**GHiggins Response Listing of Questions Continuation Page GSA 225 12.14.2015.docx**

22K

**Government Owned Vehicle (GOV) Parking.pdf**

111K

**Higgins Email Re. Miss-Use.docx**

249K



Memmoranum for File Higgins 1-22-16 (signed_.pdf

1512K



Memorandum for File Higgins 3-22-16 (signed).pdf

2827K



Signed by GHiggins Fact finding inquiry March 17 Interview Summary - Questions and Answers.pdf

570K



Time Card Higgins 8-25-15.pdf

221K



Vehicle MisUse - Higgins.docx

15K



Assessment Report - Draft - Carpet Resources.pdf

18K



Assessment Report TF0133J - AT&T.pdf

15K



AT&T Gov't Solutions emails.pdf

520K



G12-1929H EMAIL TO MMcKenna FROM LAllin dtd 9.16.2015.docx

16K



General Services Administration

May 26, 2016

MEMORANDUM FOR GERARD P. HIGGINS
INDUSTRIAL OPERATIONS SPECIALIST
SUPPLIER MANAGEMENT DIVISION (QV0CEBA)
FEDERAL ACQUISITION SERVICE
(b) (6)

FROM: ERIC C. HORTON
SUPERVISORY INDUSTRIAL OPERATIONS ANALYST
SUPPLIER MANAGEMENT DIVISION (QV0CBB)
FEDERAL ACQUISITION SERVICE

SUBJECT: Notice of Proposed Removal

This is to inform you that I propose to remove you from your position as an Industrial Operations Analyst (IOA), GS-0301-12, Midwest Operations Center, Supplier Management Division, Federal Acquisition Service (FAS), General Services Administration (GSA) and from Federal Service no earlier than thirty (30) days from your receipt of this memorandum. This action is based on your falsification of material facts of an official document; use of a Government Vehicle (GOV) for unofficial purposes; neglect of duty: sleeping while on duty; and misconduct which impairs the trustworthiness of the employee. These are violations of regulations and policies, including: ADM P 5620.1 GSA Internal Motor Vehicle Management; 4290.1, GSA Order 6010.4 OAD P Time and Leave Administration, and as cited in CPO 9751.1 Maintaining Discipline.

After careful review of your violations, I have determined that removal from your position as an IOA and from the Federal Service is the appropriate action to promote the efficiency of the service. The facts in support of this proposed action are egregious and are discussed in detail below.

Charge 1: Falsification of material facts of an official document.

Specification #1: You falsified material facts in the assessment report for contract number GS-10F-0133J, with AT&T Government Solutions, Inc., that you submitted on January 22, 2016.

U.S. General Services Administration
526 Water Street
Port Huron, MI 48060-5439

Background:

On January 22, 2016, you completed a Contractor Assessment Report for contract GS-(b) (6) and submitted it to your immediate supervisor, Mr. Mark Wilson, within the Online Contract Management System (OCMS) for review. On that assessment report, you stated that you conducted an on-site visit of AT&T Government Solutions, Inc., on January 13, 2016. You claimed to have interacted with Ms. Vispasiri (Vip) Yoo during this visit. You also stated that you reviewed the following documentation during the on-site visit: Task Order No. (b) (6), Task Order No. (b) (6), and Task Order No. (b) (6). Your supervisor reviewed and finalized this report on Monday January 25, 2016, and this report is now a permanent part of the contractor's GSA contract file.

On April 1, 2016, Mr. Wilson spoke with Ms. Yoo of AT&T Government Solutions, Inc., regarding the assessment for contract number (b) (6). Ms. Yoo said that this assessment did not take place. She said that you showed up at her office on January 13, but caught her off guard because you had not confirmed the appointment. You informed her that you would reschedule the assessment at a later date. Before departing, you told another AT&T representative, Ms. Nellie Hashemi that you would return to your office and would reschedule this meeting with Ms. Yoo. You further said you would send Ms. Yoo a confirmation email and a formal visit letter. Ms. Yoo informed Mr. Wilson that you provided Ms. Hashemi a list of transactions that you said you wanted to review. Ms. Yoo stated that she never heard back from you; you did not reschedule this assessment. On January 25, 2016, at 5:45pm, Ms. Yoo received an email with a copy of a completed assessment report in which you attested that the contractor was in compliance with the terms of the contract. Ms. Yoo informed your supervisor that she found it strange that she received a copy of the completed assessment report since you never actually conducted the assessment. Ms. Yoo said she had not spoken with you, and she had never sent you the documentation you had requested.

Specification #2: You falsified material facts in the assessment report for contract number (b) (6), with Carpet Resources Inc., that you submitted on March 23, 2016.

Background:

Carpet Resources Inc. ((b) (6)) and Destiny Alliance Consulting ((b) (6)) are two of the three companies/contracts that are owned or managed by Clif Saylor of Saylor Marketing, Inc. You were scheduled to visit Carpet Resources Inc. (contract (b) (6)) on March 22, 2016, and Destiny Alliance Consulting (contract (b) (6)) on March 23, 2016, to conduct Contractor Assessments. On the morning of March 23, you informed your supervisor that the assessment for that day had been canceled.

Your supervisor contacted Mr. Chad Parker and Mr. Clif Saylor to discuss the cancellation, and during the conversations your supervisor learned that you had not actually visited and conducted an assessment of Carpet Resources on March 22, 2016. In fact on March 25, 2016, Mr. Saylor informed your supervisor that you told him (Mr. Saylor) on March 18, that the March 22 review could be conducted virtually, if Mr. Saylor could send you selected transactions electronically. However on March 25, 2016, at the time your supervisor had spoken with Mr. Saylor, you had not transmitted those transactions electronically to him yet. Rather, you transmitted the list of transactions electronically to Mr. Saylor on March 28, 2016. You also called Saylor Marketing, Inc., on March 28, 2016, and spoke to Mr. Saylor. During that discussion you asked him if he "had had the opportunity to gather the requested documents?" Mr. Saylor told you that he would need "a couple of days" to provide the documents to you. The list of transactions that you requested Mr. Saylor provide on March 28, were the same transactions you had listed as having already reviewed during your official Contractor Assessment you claim to have completed on March 22, 2016, and as documented and submitted by you within your report on March 23, 2016.

Charge 2: Use of a Government Vehicle for unofficial purposes:

Specification #1: On August 25, 2015, you violated 31 United States Code 1349, the GSA Order ADM P 5620.1 GSA Internal Motor Vehicle Management, and the Supplier Management Government Owned Vehicle (GOV) Parking policy and used the GOV for unofficial purposes when you drove it to your residence and parked it in front of your neighbor's home.

Background:

Pursuant to 31 U.S.C. 1349 (b), GSA ADM P 5620.1 GSA Internal Motor Vehicle Management, and the Supplier Management GSA GOV Parking policy, dated March 19, 2014, it is improper for employees to take their GOV home effective June 5, 2014. The Supplier Management's Home to Work (HTW) Authorization under ADM P 5620.1 GSA Internal Motor Vehicle Management expired June 4, 2014. After that date, all of Supplier Management's IOA's were directed to park all GOVs at Federal facilities, including post offices and reserve centers. IOA's were informed on March 19, 2014, that "Under no circumstances can a GOV be parked at your home duty station beginning June 5, 2014. There will be NO EXCEPTIONS to this." You were made aware of this policy on March 19, 2014, during a Supplier Management all hands meeting. You also were made aware during the meeting on March 19, 2014, that the Supplier Management GSA GOV Parking policy could be obtained via the Supplier Management website. You have also acknowledged to your supervisor and me that you were aware of the policy.

On August 25, 2015, at 7:21pm, the GOV issued for your use was parked in front of a private residence on Sexton Court, Sterling, Virginia. The homeowner notified GSA

Fleet HQ via email using the GSA's "How's My Driving?" program that your assigned Government vehicle was blocking his driveway. You reside at 109 Sexton Court, Sterling, Virginia. On October 5, 2015, you sent an email to your supervisor in which you acknowledged you had received a call from GSA fleet, and you said: "I just got a [c]all form [sic] fleet that a complaint of GOV misuse was received by Fleet. I will forward the complaint when received. its [sic] true but not that serious in my view". On December 2, 2015, your supervisor gave you a GSA Form 225, Notice of Infraction, which provided you an opportunity to explain in writing why the GOV was parked at your residence on August 25, 2015.

Specification #2: You have by your own statements admitted that you have driven your assigned GOV to your residence on more than one occasion, in addition to the instance described in Charge 2, Specification #1.

Background:

On October 7, 2015, you told your immediate supervisor that you occasionally have driven the GOV to your private residence for a temporary stop, but that this was permissible since you believe your home is your duty station. On December 11, 2016, you confirmed to your supervisor that you were aware that as of June 5, 2014, under the current GSA ADM order, a GOV is to be parked at the designated parking location when not being used for official business.

You violated ADM P 5620.1 GSA Internal Motor Vehicle Management on more occasions than the specific instance described in Charge 2, Specification #1 above, despite your clear understanding of this GSA Order. Your supervisor asked you questions pertaining to your knowledge of the GSA Order on Internal Motor Vehicle Management, including:

- Q: "What is your understanding of GOVs and their designated parking locations?"
Your Answer: "A GOV under the current GSA ADM order is to be parked at the designated parking location when not being used for official business."
- Q: "Where is it appropriate to park a GOV?"
Your Answer: "At the designated spot I selected in Sterling, VA., which is at the Federal Highway offices that are identified on the National GOV spreadsheet."
You stated you would "occasionally bring the GOV to your home for a temporary stop, but that this was permissible" since you believe your home is your duty station.
- Q: There have been 3 dates that have been brought up during our conversations. On what dates did you drive to your home with the GOV?"
Your Answer: "Dates unknown as I cannot recall."

Charge 3: Neglect of Duty; Sleeping While on Duty:

Specification: On August 25, 2015, you were sleeping while you were supposed to be on duty.

Background:

On October 6, 2015, you informed your supervisor that on August 25, 2015, you were sleeping between the approximate hours of 2:00pm and 4:30pm while you were supposed to be on duty. When asked "Do you believe it is appropriate to sleep while on duty?" You responded "*No it is NOT appropriate to sleep while on duty hours. I am being paid with tax dollars to perform assigned duties*". You did not request to use leave during this time period, and you were not approved for leave during this time period. At the time of the offense, your normal work schedule was a 9-hour day, beginning at 7:00am and ending at 4:30pm.

Charge 4: Misconduct which impairs the trustworthiness of the employee:

Specification #1: You have made misleading statements to your supervisor. Specifically, you were misleading about why you went to your residence with the GOV, and in reporting when you awoke and finally moved the GOV to its proper parking location.

Background:

On October 6 and 7, 2015, your supervisor called you to obtain information about the complaint that you had improperly parked a GOV in front of your neighbor's home.

You said on October 6, "*I had parked the GOV there [blocking the neighbor's driveway] so that I could get another vehicle out of my driveway.*" You claimed you fell asleep, and upon waking after 4:30pm, drove the GOV to the designated Government parking location.

On October 7, 2015, your supervisor called you to ask follow-up questions pertaining to the complaint and this time you said you parked the GOV "*To load closed out assessment folders in the trunk of the GOV*" and you "*woke between 7:30 and 8:00pm, and then went out and moved the car.*"

On December 2, 2015, your supervisor provided you with a list of questions and instructed you that it was your responsibility to answer the questions, and that you were to answer the questions completely and honestly and then return the answered questions with the GSA Form 225 provided to you. He also asked you to explain the inconsistencies of prior statements that you provided to your supervisor, such as:

- You parked the GOV there (blocking the neighbor's driveway) "so that you could get another vehicle out of your driveway" and upon arrival at your home on

August 25, 2015, you "went inside to lie down" and ultimately "slept for two hours." Upon waking after 4:30pm, you claim that you drove the GOV to the designated Government parking location in Sterling, VA.

- While you were at home, you took an "antihistamine and, as a result, fell asleep." You state that you woke between 7:30 and 8:00pm, and then went out and moved the car.
- You woke up at "9:20pm, then drove the GOV to its designated parking location at *"Approximately 9:30pm."*
- You claimed at one time that you drove the GOV to your residence, *"To load closed out assessment folders in the trunk of the GOV."* On another occasion (October 6, 2015) you informed your supervisor that you had parked the GOV there (blocking the neighbor's driveway) *"so that I could get another vehicle out of my driveway."*

You responded as follows:

- You stated you would *"occasionally bring the GOV"* to your home for a temporary stop, but that this was permissible since you believe your home is your duty station.
- *"Upon waking after 4:30pm,"* you claim that you *"drove the GOV to the designated Government parking location."*
- You actually woke up *"between 7:30 and 8:00pm, and then went out and moved the car to the Federal Highway offices that are identified on the National GOV spreadsheet."*

On March 17, 2016, I conducted another inquiry with you and during that interview I asked you "Why was your assigned GOV parked in front of your neighbor's driveway?" You said, *"I brought back the GOV to load closed out assessment folders into the trunk. But I fell asleep. I parked it there because my divorced neighbor had told me previously that she had planned to move and a moving truck might be parked at their house."*

In each discussion with you and within your written response, you have provided several different explanations for your actions, and have told your supervisor and me several different times that these occurrences transpired. I find that your responses to these questions have been lacking in complete truthfulness.

Specification #2: You did not claim, request or have approved any leave for the time you were sleeping and not working, you are in violation of GSA Order 6010.4 OAD P, Time and Leave Administration.

Background:

You failed to report to your supervisor or anyone else in your supervisory chain that you were not working for at least 90 minutes between the hours of noon and 4:30pm on August 25th. You were inaccurate in reporting your actual time and attendance on your

time card for August 25, 2015, by not requesting any type of leave within the ALOHA system after your unexpected absence from work, due to your sleeping during duty hours.

On October 6, in response to questions posed to you by your supervisor pertaining to parking the GOV in front of your neighbor's home on August 25, you said, "*I had parked the GOV there (blocking the neighbor's driveway) so that I could get another vehicle out of my driveway*", but you "*fell asleep after taking an antihistamine*." You also claimed that upon waking after 4:30pm, you drove the GOV to the designated Government parking location.

GSA Order 6010.4 OAD P Time and Leave Administration, Chapter 2, Annual Leave, paragraph 3b reads:

When it is necessary to take emergency annual leave (leave not approved in advance) employees are required to notify their supervisor as soon as possible. Except in unusual circumstances, this must be done no later than 2 hours after the start of the employee's workday.

GSA Order 6010.4 OAD P Time and Leave Administration, Chapter 3, Sick Leave, paragraph 4a reads:

The use of sick leave is subject to the approval of the employee's supervisor. Unless the absence can be foreseen, advance written application for sick leave is not required. An employee who is absent because of illness should notify his or her supervisor as early as possible on the first day of the absence. Ordinarily, this must be done no later than 2 hours after the start of the employee's workday.

PENALTY DISCUSSION AND DETERMINATION

Falsification of material facts of an official document such as an official Contractor Assessment Report is a serious matter. The contractor personnel indicate that no onsite assessment was conducted, and in one instance the requested transactional data needed for you to evaluate contract compliance was sent to you three days after you completed the report. In the other instance, there was not any transactional data provided to you for you to evaluate contract compliance. On the reports you indicate that you had reviewed this data, and made a "determination" that the contractor demonstrated compliance with sales reporting requirements. You completed fictitious official GSA reports within the GSA OCMS system, documenting alleged observations and determinations of IOA assessment of contractor compliance. In at least one instance, your supervisor finalized as completed your falsified report and the report is part of the official contract file. In accordance with established procedure, the contractor received a system generated copy of the falsified report.

You parked the GOV in front of a neighbor's house, blocking access to the neighbor's driveway. In doing so, demonstrated a total disregard for 31 U.S.C. 1349 (b), GSA

ADM P 5620.1 GSA Internal Motor Vehicle Management, and the Supplier Management GSA GOV Parking policy, dated March 19, 2014. You are a full-time virtual employee entrusted to independently perform assigned tasks and be accountable to the Federal Government. You have betrayed that trust, and your willful use of the GOV for unofficial purposes tarnishes the public image of GSA, and the Government as a whole. You have provided your supervisor and me sufficient information that makes me believe that this was ongoing behavior and is not limited to the details of the documented charges herein.

You are well aware that neglect of duty: sleeping while on duty is improper. When asked "Do you believe it is appropriate to sleep while on duty?" You responded "*No it is NOT appropriate to sleep while on duty hours. I am being paid with tax dollars to perform assigned duties*". Again, you are a full-time virtual employee entrusted to independently perform assigned tasks and be accountable to the Federal Government for the time for which you are being paid.

You have made misleading statements to your immediate supervisor and me in multiple instances. Specifically, you were misleading about why you went to your residence with the GOV, and in reporting when you awoke and finally moved the GOV to its proper parking location. Your actions of providing misleading information have had a detrimental effect on management's confidence in your ability and trustworthiness to perform the duties of your position. Additionally, you failed to report to your supervisor or anyone else in your supervisory chain that you were not working for at least 90 minutes between the hours of noon and 4:30pm on August 25, 2015. You were inaccurate in reporting your actual time and attendance on your time card for August 25, 2015, because you never submitted an ALOHA leave request to record your absence due to your sleeping.

The GSA Penalty Guide contained in GSA Order CPO 9751.1, Maintaining Discipline, addresses your misconduct as follows:

Table 2, item 2 states: Knowing and willful misstatement or omission of material facts from unlawful concealment, removal, alteration, mutilation, or destruction of any official document, contract files, or records. Recommended penalty range for a first offense is "Reprimand to removal" from Federal Service.

Table 2, item 9 states: Willful use of Government-owned motor vehicle for unofficial purposes. Recommended penalty range for a first offense is a "30 day suspension to removal" from Federal Service.

Table 1, item 9 states: Neglect of duty: Sleeping on duty, where safety of persons or property is not endangered. Recommended penalty range for a first offense is "Warning notice to reprimand".

Table 2, item 8 states: Misconduct whether or not in violation of a criminal statute, which impairs job performance or trustworthiness of the employee. Recommended penalty range for a first offense is "Letter of Reprimand to removal" from Federal Service.

As part of my deliberations in determining an appropriate penalty, I specifically considered the following relevant aggravating and mitigating factors:

1. The nature and seriousness of the offenses and the fact that several instances of this behavior appear to have been consistently repeated by you, and that you have not expressed any remorse for your actions. Falsification or knowing and willful misstatement of material facts of any official document that is part of contract files or records is unacceptable behavior and a betrayal of trust. Contractor Assessments are an integral part of the Industrial Funding Fee (IFF) management program and are vital to the integrity of GSA Multiple Award Schedule procurement operations. Your deception regarding your use of the GOV is of great concern, as is the fact that the GOV was used for unofficial purposes. You are a full-time virtual employee entrusted to independently perform assigned tasks which include the scheduling of, performance of, and factually documenting, contract compliance assessments of GSA contractors and other associated supplier management assigned duties. You neglected your duties by sleeping while you were supposed to be working. All of these instances are a serious breach of trust in the employer/employee relationship. The additional specifications under the charge of misconduct which impair the trustworthiness of the employee clearly display that you are not trustworthy in any aspect of your employment.
2. Your past work record, including length of service and performance on the job. Your past work record and job performance are otherwise satisfactory. While I recognize you have thirty (30) years of government service, when combined with your minimally adequate performance in the past year, and your current performance which is below fully successful, has lead me to determine this is not a mitigating factor, but to consider this as a neutral factor in the evaluation of the chosen penalty.
3. Consistency of the penalty with any applicable agency table of penalties. The proposed removal penalty is within the recommended penalty range of a letter of reprimand to removal for a first offense of misconduct of the types with which you are charged. In this instance, I find that you knowingly and willfully misstated material facts in assessment reports. I find that you received adequate instruction in the proper uses of a GOV. I find that you have no regard for the policies of the Agency. I find that your failure to disclose factual information and false reporting of Time and Attendance information renders you untrustworthy in any aspect of employment. Your removal is the appropriate penalty to propose.

4. The effect of the offense upon your ability to perform at a satisfactory level and its effect upon your supervisors' confidence in your ability to perform assigned duties. Your immediate supervisor and I no longer have confidence in you to perform your assigned duties. The GSA Contracting Officers, as well as GSA Supplier Management supervisors and managers, rely on the IOA to conduct contractor compliance assessments to ensure the integrity of the GSA Multiple Award Schedule program. Your changing explanations during the supervisor and management inquiry into the August 25, 2015 misconduct are a considerable aggravating factor affecting your first line supervisor's as well as my confidence in your ability to perform assigned duties. Your misconduct, particularly your failure to abide by Agency policies and your displayed lack of truthfulness, has destroyed my confidence in your overall trustworthiness and loyalty. The position held by you is unique with your home as your full-time duty station. You have been entrusted to work independently. Any misconduct or the public's perceived misconduct reflects poorly not only on you, but on your co-workers, the Supplier Management organization and GSA as a whole.
5. The clarity with which you were on notice of any rules that were violated in committing the offenses. As a tenured employee with thirty (30) years of Federal service to your credit, and who has been with the GSA and this Division since August 2002, you know that willful misstatement of material facts of any official document that is part of contract files or records is unacceptable conduct and you knew that you were not permitted to use the GOV for purposes other than Government business. Organizational concerns pertaining to the misuse of GOVs has been widely known for many years. For several years, beginning June 4, 2014, you were aware that **"Under no circumstances can a GOV be parked at your home duty station beginning June 5, 2014. There will be NO EXCEPTIONS to this."** Additionally, you are well aware of basic Time and Leave rules and regulations in that you know to request leave if you are not working during duty hours.
6. The adequacy and effectiveness of alternative sanctions to deter such conduct in the future by you or others. I believe that your removal is warranted and appropriate given the repetitive nature of your offenses. You misused the GOV and you were less than truthful about it when directly questioned; you were sleeping while on duty; you reported incorrect time and attendance information on your time card for August 25, 2015, by not claiming any leave for the time you were sleeping while on duty; and you failed to follow instructions for notifying your supervisor or obtaining approval for your absence; you falsified your work schedule as it relates to both January 13, and March 22; were less than truthful about conducting a contractor assessment; and falsified an official record to document findings of a contractor assessment not performed, all of which establishes a clear pattern of misconduct and, in my determination, shows no lesser sanction will deter future misconduct. I believe this action will promote the

efficiency of the Federal Service in addition to providing an effective deterrent to others in the future.

7. Potential for the employee's rehabilitation. Your immediate supervisor and I believe your potential for rehabilitation is very low. You have not shown any remorse for these offenses. Evidence of this is based upon your own statement that the GOV offense was true, but that you did not consider it a "big deal" and your continual misstatement about the facts throughout inquires of these events. Based on your stating numerous dates which you claimed the GOV incident occurred, there appears to be a pattern of misuse on your part. When I consider your continued pattern of misconduct after the misuse of GOV became known, which include the incidents of your knowing and willful misstatement of material facts of an official document in January and March 2016. I do not believe you possess any reasonable potential for rehabilitation; therefore, proposing your removal is indicated.

The mitigating factors of your thirty (30) years of Federal Service and your previous years of satisfactory performance are outweighed by the numerous aggravating factors cited above. After considering all of the above, I conclude that proposing to remove you from federal service is warranted for the efficiency of the service.

You have the following rights in connection with this proposed action:

(1) Response to the allegations and proposed action: You may respond to this proposal orally, in writing, or both. Any written reply and/or oral reply should be received within fifteen (15) calendar days of your receipt of this notice by the designated Deciding Official:

Thomas V. Brady
Director
Supplier Management Division
Federal Acquisition Service
General Services Administration
1800 F ST NW
WASHINGTON DC 20405-0001

or by email to: tom.brady@gsa.gov

You may furnish affidavits and other documentary evidence in support of your reply. If you need an extension of the time limit for making a reply, you may submit a written request with the reasons for your request to Mr. Brady at the above address. Any reply you make will be fully considered before making a decision in this matter. You may make an appointment with Mr. Brady for an oral reply by contacting him at (703) 605-5656 or by email.

(2) Representation: You are entitled to have a representative in this matter. If you wish to have a representative, you must notify Mr. D'Wayne McCrudden, HR Specialist (Employee and Labor Relations), Office of Human Resources, GSA, Martin Luther King, Jr., Federal Building, 77 Forsyth Street, Room 650, Atlanta, GA 30303, in writing by mail or email at dwayne.mccrudden@gsa.gov, providing the name, title (if any), and address of the representative. Your representative may be disallowed if he/she is an individual whose activities as a representative would cause a conflict of interest or position, whose release from his/her official position would give rise to unreasonable costs, or whose priority work assignments would preclude release. You and your representative will be afforded a reasonable amount of official time for reviewing the material relied upon to support this proposed action, to secure affidavits and/or to prepare your answer to this notice, if you are otherwise in a duty status. After expiration of the 15-day time limit for making a response, all of the facts in your case, including any response and/or documents you submit, will be given full consideration before a decision is rendered. You will receive a written decision from Mr. Brady.

The material relied upon to support the reasons for this notice is enclosed. If you have any questions about the material or this proposal, you and your representative, if any, may contact Mr. McCrudden between the hours of 9:00am and 5:00pm (EDT), Monday through Friday, via email at dwayne.mccrudden@gsa.gov or by calling (404) 331-3186.

No decision concerning this proposed action has been made or will be made until after the time allowed for your oral and/or written response. If you provide a response, it will be given thorough consideration before a final decision is made. Whether or not you elect to respond to Mr. Brady, he will issue a final decision to you.

If you believe that health or other personal issues are adversely influencing your behavior/performance, you may seek counseling and assistance through the Agency's Employee Assistance Program (EAP). The EAP provides free confidential counseling and referral services to employees. For further information relative to EAP counseling, you may contact them at 1-800-222-0364 or via the web at

Your signature below does not imply agreement with the contents of this letter. It only indicates your receipt. Failure to sign will not void the letter or any of its contents.

RECEIPT ACKNOWLEDGED:

SIGNATURE

DATE

cc: Union copy

Enclosures:

Assessment report TF0133J – AT&T Government Solutions dated January 13, 2016

Copy of emails from AT&T Government Solutions dated April 4, 2016

Assessment report – Draft – Carpet Resources dated March 22, 2016

G12-1929H Alleged MisUse Report Fact Sheet

G12-1929H email to MMcKenna From LAllin

G12-1929H Ltr to R11 RA misuse of vehicle

GSA 225 Misuse of GOV

GHiggins Response Listing of Questions

Government Owned Vehicle (GOV) Parking Policy

Higgins email Re Misuse

Vehicle-Misuse - Higgins

Fact Finding Inquiry conducted by Eric Horton March 17, 2016

Signed responses of Fact Finding Gerry Higgins March 29, 2016

Memo to File dated 1-22-2016, Mark Wilson

Memo to File dated 3-22.2016, Mark Wilson

Copy of Time Card, Gerry Higgins pay period containing August 25, 2015 reported information



Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Re: Higgins Response Email

1 message

D'Wayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>

Fri, Dec 11, 2015 at 2:18 PM

To: Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Cc: Gary Samaha <gary.samaha@gsa.gov>

Mark,

Please give this a try.

Gerry,

Your request for an extension until December 30, 2015, to respond to the GSA 225 is denied. You were already provided the maximum number of days permitted to respond to the notice prescribed within the union Contract, which is up to 5 work days. You have been provided ample time to respond to the GSA 225 and attached questionnaire, and you should have responded as directed by the due date.

I am however willing to afford you some additional time to provide your response to me. I am providing you until the end of your duty day on Monday, December 14, 2015, to respond to me, answering all the questions provided. You may use up to 3 hours of duty time to draft your response, but you first need to request and obtain approval for the specific hours in which you plan to work on the response before you may use it. Additionally, please be aware that this is an inquiry into an administrative matter and not a criminal inquiry or investigation. Thus, fifth amendment privileges do not apply and you have an obligation to fully and truthfully answer all of the questions provided.

If you have questions about this message or what is required of you, please let me know promptly.

In response to your request within your GSA 225 response, I want to assure you that I have already provided you with all the relevant and applicable documentation when you were initially sent the GSA 225.

D'Wayne J. McCrudden
Human Resources Specialist (ER/LR), Labor Relations Officer
Southeast Sunbelt Division
77 Forsyth St, SW, Suite 650
Atlanta, Georgia 30303
Work Phone: (404) 331-3186
(b) (6)
Fax: (404) 331-1721



"We were all Americans before the hyphens came"
Madison Rising 2011

CONFIDENTIALITY NOTICE: This email message and any attachments to this email message is intended to serve as labor-management guidance being provided under 5 USC Chapter 71 and /or may contain confidential information intended only for the use of the individual or entity to whom it is addressed. Please do not forward this message without permission. If you are not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by telephone or return email and delete and destroy the original email message, any attachment thereto and all copies thereof.

On Fri, Dec 11, 2015 at 10:57 AM, Mark Wilson - QV0CEBB <mark.wilson@gsa.gov> wrote:

Good Morning D'Wayne. Yesterday afternoon, you indicated that you were going to provide me some "language" for me to utilize in responding to Gerry Higgins' request for additional time. He has an administrative office day planned for Monday. If you could forward me your suggestions, I would like to send him an email response today.

Regards,

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)



Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>

Response to GSA 225 Extension

1 message

Mark Wilson - QV0CEBB <mark.wilson@gsa.gov>
To: Gerard Higgins - QV0CEBA <gerard.higgins@gsa.gov>
Cc: Eric Horton - QV0CBB <eric.horton@gsa.gov>
Bcc: DWayne McCrudden - CSSBB <dwayne.mccrudden@gsa.gov>

Fri, Dec 11, 2015 at 2:41 PM

Gerry,

Your request for an extension until December 30, 2015, to respond to the GSA 225 is denied. You were already provided the maximum number of days permitted to respond to the notice prescribed within the union Contract, which is up to 5 work days. You have been provided ample time to respond to the GSA 225 and attached questionnaire, and you should have responded as directed by the due date.

I am however willing to afford you some additional time to provide your response to me. I am providing you until the end of your duty day on Monday, December 14, 2015, to respond to me, answering all the questions provided. You may use up to 3 hours of duty time to draft your response, but you first need to request and obtain approval for the specific hours in which you plan to work on the response before you may use it. Additionally, please be aware that this is an inquiry into an administrative matter and not a criminal inquiry or investigation. Thus, fifth amendment privileges do not apply and you have an obligation to fully and truthfully answer all of the questions provided.

If you have questions about this message or what is required of you, please let me know promptly.

In response to your request within your GSA 225 response, I want to assure you that I have already provided you with all the relevant and applicable documentation when you were initially sent the GSA 225.

--

Mark S. Wilson
Supervisory Industrial Operations Analyst
GSA/FAS/R04

(b) (6)